TIPS TO REMEMBER

EVENTS & ROOM BOOKINGS

1. Book space at least two weeks in advance
2. Designate only one (1) executive from your GCU to book space
3. Ensure your event location is barrier-free and that accessibility information is advertised
4. Rooms must be left as you found them (i.e., clean!)
5. If you are planning on having food at your function, speak to the RSU’s Campus Groups Coordinator first!
6. Bookings are first come – first served, come with choices
7. No music/microphones/lectures/speakers allowed in the Credit Union Lounge
8. No food or beverages in any lecture theatre
9. No tables in front of HUB/LIB entrance/exits
10. Under no circumstances may a GCU book Ryerson space on behalf of an external organisation or vendor for any reason.
11. For any space outside the SCC you must complete an online Risk Assessment form 3 weeks in advance of the event.

FINANCES

1. If you have signed the cheque requisition it is your responsibility to check the validity of receipts
2. Cheque requisitions must be submitted within 30 days of the expenditure
3. No Graduate Course Union may operate its own bank account
4. Deposits from events/pub nights must be made within ten days of the event
5. Approval of grant applications must be obtained by the Grant Committee prior to the event or activity occurring
6. Itemized original receipts must be attached to the back of each cheque requisition form
7. Food for executive meetings is not eligible for funding
8. A GCU may not hold in excess of $50 petty cash; more will be considered a bank account
9. Cheques for your Graduate Course Union must be issued to: “RSU Students Groups – the name of your GCU”
10. Expenses for alcohol will not be reimbursed.

POSTERING & PROMOTION

1. All posters must be stamped by the RSU (bring the original, get it stamped, then copy)
2. Only one poster per board/area
3. Staples or masking tape only; never use glue
4. No posters on any glass surface at any time or doors, exterior building walls, elevators, escalators
5. Posters must display the name of the sponsoring GCU
6. Send announcements to gm@rsuonline.ca for the RSU weekly email blast.
7. Drink prices/specials or discriminatory admission prices are not permitted
8. Posters must advertise a specific event (political/religious messages must be linked to an event/meeting)
9. Posters in another language must contain the English translation
10. Do not post over existing posters

DATES & DEADLINES

1. All Executive Meetings (3)
   Tuesday, September 25 @6pm
   Wednesday, November 6 @6pm
   Tuesday, January 23 @6pm
2. RSU’s Semi Annual General Meeting - TBA
3. RSU Elections for Executive and Graduate Executive Committee are TBA
4. RSU’s Annual General Meeting – TBA
5. All 2018-2019 receipts due Friday April 30, 2018
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DONT
STUDY ON
EMPTY

Visit SCC209 to access the Campus Food Bank!

In addition to food security and anti-poverty events and advocacy, the Good Food Centre also offers free, non-perishable food items so you don’t have to study on an empty stomach.

Hours: Check our website for updated hours throughout the year

Become a Member:
• Sign up yearly
• Visit weekly to pick up items
• Honour & Confidentiality System
• Book a hassle-free and five minute intake at www.ryegfc.tumblr.com
DEAR GRADUATE COURSE UNION EXECUTIVES:

As an elected representative of your Student Group, you are a part of what makes the Ryerson Students’ Union what it is — you are providing valuable knowledge, experiences and friendship to all members of the vibrantly diverse Ryerson community.

On behalf of all the 40,000 members of the Ryerson Students’ Union, we would like to thank you for your work in creating and building life across campus.

The RSU is the student body that represents all full-time undergraduate and graduate students across Ryerson, and we are here to help you in your endeavour to create a platform to encourage collaboration, engagement, and empowerment across campus. We hope to assist you in creating a strong community that students can depend on for timely and accurate representation now and in the future.

We host a wide variety of events, programs, services and initiatives to help advocate your student rights, support your projects and aid you where you need it the most.

You are integral to the work done by the 250+ different campus groups the RSU houses, some of which includes student groups, course unions, graduate course unions, and affiliate groups. The RSU provides funding, access to free space, mentorship, guidance, and a wide variety and number of resources to support you.

This September we’re bringing you Orientation and Week of Welcome festivities to further engage our members in our services and all of the fantastic events and initiatives that campus groups have to offer.

But it doesn't stop there! We have many other great events throughout the year to look out for including our staple Culture Jam week, planned concerts, pub & open mic nights at the Ram in The Rye, various student-run campaigns and supportive events.

As always, we would like you to remember that we are here to help you. If you have any questions or concerns, don’t hesitate to drop by the office on the third floor of the Student Campus Centre at 55 Gould Street. Our goal is to ensure you that all the groups we have on campus have an amazing year and do what they do best in bringing the Ryerson community together.

Sincerely,

RSU Executives

Ram Ganesh - President
Salman Faruqi - Vice-president Education
Karolina Surowiec - Vice-president Equity
Savreen Gosal - Vice-president Operations
Edmund Sofo - Vice-president Student Life & Events
RYERSON STUDENTS' UNION STRUCTURE

Members
All students enrolled in a full-time undergraduate program or any student in a graduate program at Ryerson University

Board of Directors
Arts Faculty Directors (4)
Business Faculty Directors (7)
Communications & Design Faculty Directors (5)
Community Services Faculty Directors (5)
Engineering & Architecture Faculty Directors (4)
Science Faculty Director (3)
Graduate Representatives (2)
International Student Representative
First Year Representative
Board of Governors Representative
Senate Representative
Residence Council Representative
Student Groups Representative
Course Unions Representative
President
Vice-President Education
Vice-President Equity
Vice-President Operations
Vice-President Student Life & Events

To undertake its work, the Board has established the following committees:
Bursary Committee
By-laws Committee
Course Unions Committee
Finance Committee
Student Groups Committee
* Equity & Social Justice Committee
* Events & Entertainment Committee
* Student Action Committee
* Sustainability Committee

* Refers to an open committee for ALL RSU members

Executive Officers
President: Organisational spokesperson & manager, membership development
Vice-President Education: Lobbying, awareness campaigns & advocacy
Vice-President Equity: Creating an inclusive & sustainable campus
Vice-President Operations: Treasurer & member services
Vice-President Student Life & Events: Campus life & social events

2 Full Time Non-Unionized Staff, 9 Full Time Unionized Staff
EXECUTIVE COMMITTEE OF THE GRADUATE COUNCIL

The Graduate Executive Committee is elected from among and by all full and part-time graduate students at Ryerson during the general elections in February.

The Executive is comprised of four members who are elected annually and one member at large elected in the Fall of each year. The structure of the Executive is: Chairperson, Deputy Chairperson Education, Deputy Chairperson Finance, Deputy Chairperson Student Life and one member at large.

Chairperson
Abhishek Patel ...........................................................gradchair@rsuonline.ca

Deputy Chairperson Education
Amber Grant ............................................................gradeducation@rsuonline.ca

Deputy Chairperson Finance
Manikandan Murugappan................................................gradfinance@rsuonline.ca

Deputy Chairperson Student Life
TBA ...........................................................................gradevents@rsuonline.ca

Member At Large
Vacant (terms end beginning of Fall 2018 semester) 
.............................................................................atlarge.grads@rsuonline.ca

RSU EXECUTIVES

President
Ram Ganesh................................................................. president@rsuonline.ca 
ext. 2324

Vice-President Education
Salman Faruqi ...........................................................vp.education@rsuonline.ca 
ext. 2318

Vice-President Equity
Karolina Surowiec ........................................................vp.equity@rsuonline.ca 
ext. 2314

Vice-President Operations
Savreen Gosal .............................................................vp.operations@rsuonline.ca 
ext. 2321

Vice-President Student Life & Events
Edmund Sofo ..............................................................vp.life@rsuonline.ca 
ext. 2312

Campus Groups Coordinator
Dawn Murray .............................................................campusgroups@rsuonline.ca 
416.979.5255 ext. 2323

Space Bookings
Internal Coordinator ......................................................info@rsuonline.ca 
416.979.5255 ext. 2325

Ticket Sales
Member Services Coordinator ........................................memberservices@rsuonline.ca 
416.979.5255 ext. 2368

RYERSON STUDENTS’ UNION
Main Office, 3rd floor Student Centre,
SCC311
Office Hours:
Monday - Friday 10am-6pm
416.979.5255
info@rsuonline.ca / rsuonline.ca

MEMBER SERVICES OFFICE
Student Centre Lobby
Office Hours:
Monday - Thursday 8:30am–8:00
Friday 8:30am-6pm
*Hours are reduced from April to September

RSU EXECUTIVE MEMBERS 2018-2019
GRADUATE COURSE UNIONS

GRADUATE COURSE UNIONS (GCU’S)

WORK TO DO THE FOLLOWING:

- Ensure graduate student voices are heard and represented
- Serve as a practical forum in which students may approach and discuss relevant political, cultural, and academic interests
- Encourage interaction amongst students, professors and the RSU’s Graduate Council to ensure students in each program are informed of issues relevant to the university community
- Foster broad student interest and participation in campaigns and initiatives that benefit graduate students
- Create opportunities for social events for students in graduate programs and promote the program to prospective students and employers

DO YOU HAVE ANY QUESTIONS?

If you have questions relating to general GCU information, contact the Graduate Chairperson by e-mail at gradchair@rsuonline.ca or visit www.rsuonline.ca/grads

If you have questions about funding procedures or governance, contact the Campus Groups Coordinator, e-mail campusgroups@rsuonline.ca or visit Student Centre, SCC311.

grads@rsuonline.ca

RYERSON STUDENTS’ UNION RESOURCES

Graduate Council and Graduate Executive Committee Campus Groups Coordinator

is the staff resource for the Graduate Course Unions and handles all related matters for the Graduate Course Unions
campusgroups@rsuonline.ca

Vice-President of Education, Salman Faruqi
ex-officio, non-voting on the Graduate Executive Committee
vp.education@rsuonline.ca

INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

* Discount AIR Travel
* 25% off GREYHOUND BUS Trips

4 Easy Steps to DISCOUNT TRAVEL:
1) Bring your full-time student ID
2) Drop by the Member Services Office (Student Centre Lobby)
3) Get your card made while you wait (photo included)
WHAT IS THE RYERSON STUDENTS’ UNION?

THE MANDATE OF A STUDENTS’ UNION

What is the Ryerson Students’ Union?
The Ryerson Students’ Union (RSU) represents all full-time undergraduates and all graduate students, giving us over 40,000 members. Each year, a Board of Directors and Executive Committee are elected to set the direction of our events, services and campaigns.

Mission

Our mission is to empower students and build community on Ryerson’s campus by advocating for your rights, supporting student groups, events and initiatives, and providing discounted services to save you money!

The RSU is here for you. A platform to encourage collaboration, engagement and empowerment — we are your trusted allies, a resource students can depend on for timely and accurate representation now and in the future.

Values

To ensure that the RSU is adequately representing its membership, the Board of Directors strives to operate in accordance with the following values:

- Transparency
- Open Communication
- Collaboration
- Student Empowerment
- Membership Awareness and Engagement
- Community Building

THE BOARD OF DIRECTORS

The Board of Directors is directly responsible to the membership. Each year, Ryerson’s six faculties elect their student representatives to be their voice on the Board. The Board formally reports to the membership twice a year at general meetings. The directors below are your representatives for this year. Be sure to connect with them if you have an idea, concern, feedback or question!

Faculty of Arts
Nicholas Chiong ......................................nicholas.chiong@rsuonline.ca
Sarah Mohamed .................................... sarah.mohamed@rsuonline.ca
Shehroz Shabbir .....................................shehroz.shabbir@rsuonline.ca

Faculty of Communication & Design
Jennifer Adler ....................................jennifer.adler@rsuonline.ca
Hirra Farooqi ..........................................hfarooqi@rsuonline.ca
Tamar Lyons ........................................tamar.lyons@rsuonline.ca
Leah Renaud ..........................................leah.renaud@rsuonline.ca
Imbar Slavat ..........................................imbar.slavat@rsuonline.ca

Faculty of Community Services
Chelsea Davenport ..................................cdavenport@rsuonline.ca
Shivangi Gaur .....................................shivangi.gaur@rsuonline.ca
Cristal Hines ......................................cristal.hines@rsuonline.ca
Ram Ragupathy ....................................ram.ragupathy@rsuonline.ca
Khadija Raza .......................................khadija.raza@rsuonline.ca

Faculty of Science
Evan Almeida ........................................evan.almeida@rsuonline.ca
Maria Vu .............................................maria.vu@rsuonline.ca

Faculty of Engineering & Architecture
Karol Bahnan ......................................karol.bahnan@rsuonline.ca
Iyvan Chandran ...................................iyvan.chandran@rsuonline.ca
Alessandro Cunsolo ..................................acunsolo@rsuonline.ca
Daniyal Patricio ....................................daniyal.patricio@rsuonline.ca

Graduate Studies Rep
Abhishek Patel .................................gradchair@rsuonline.ca
Manikandan Murugappan ...manikandan.murugappan@rsuonline.ca

Course Unions Rep
Hamza Shahid ...............................courseunionrep@rsuonline.ca

Student Groups Rep
Maklane Dewever ................................studentgroupsrep@rsuonline.ca

Board of Govenors Rep
Obaud Ullah .......................................bog.rep@rsuonline.ca

First Year Rep
T.B.A. .............................................firstyearrep@rsuonline.ca

International Students Rep
Divyansh Chandel .................................internationalrep@rsuonline.ca

Residence Rep
T.B.A. ........................................residencedirector@rsuonline.ca

Senate Rep
Fahim Khan .................................senaterep@rsuonline.ca
SERVICES OF THE RSU

WORKING FOR STUDENTS

Building community on campus is an important role that the Students’ Union plays and campus groups help to foster community by organising events and providing important information to students. Along with ensuring support, resources and a staff person to assist campus groups, the Students’ Union offers a wide variety of services to you - our members.

EQUITY SERVICE CENTRES

The Students’ Union is committed to promoting equity. To break down barriers, educate and end discrimination, the RSU created six groups to provide resources and services for marginalised groups to organise on campus. The Equity Service Centres provide education, advocacy, campaigns, and events for students at Ryerson. For more info, email equity@rsuonline.ca.

The six Equity Service Centres:

- **Good Food Centre**
  SCC209
  foodcentre@rsuonline.ca
  416-979-5255 x2319

- **RyeACCESS**
  SCC213
  access@rsuonline.ca
  416.979.5255 x4504

- **RyePRIDE**
  SCC211
  ryepride@rsuonline.ca
  416.979.5255 x2349

- **Racialised Students’ Collective**
  SCC212
  racialisedstudents@rsuonline.ca
  416.979.5255 x2334

- **Centre for Women & Trans People**
  SCC210
  womenandtrans@rsuonline.ca
  416.979.5255 x2350

- **Trans Collective**
  SCC-210-B
  transcollective@rsuonline.ca
  416.979.5255 x5948

For more information, visit the 2nd floor of the Student Centre.

ADVOCACY & APPEALS

Through our full-time Student Issues and Advocacy Coordinator, the RSU provides advice and academic assistance to students for appeals, standing and academic issues. Contact advocacy@rsuonline.ca for academic support.
The RSU provides health and dental benefits coverage to all full-time students. For full information on benefits go to the Members Services Office located in the Student Centre Lobby to speak with the Health & Dental Plan Administrator or visit the RSU website at rsuonline.ca/services or www.mystudentplan.ca/rsu.

Full-time students that can provide proof of existing insurance coverage should opt-out for a full refund by the first Friday in October 5, 2018 at 6:00 p.m.

Opt-out on-line:
Deadline to submit ON LINE opt out application for Fall 2018 is Friday October 5, 2018 at 6:00pm
Be sure to opt-out on line at: www.mystudentplan.ca/rsu
Absolutely no exceptions to the deadline date

Opted Out PREVIOUSLY
If you have already successfully opted out of the RSU health and dental plan in the previous year, you will NOT receive a charge for the RSU health and dental plan on your RAMSS account.

Any questions, contact the RSU’s Health & Dental Plan Administrator-Samantha Richards at 416-979-5255 x2311 or health@rsuonline.ca

Legal Advice
Free legal advice is offered to members through our in-house lawyer twice per week. Advice covers many areas including: family, criminal, immigration law, wills, contract law, and more. Students must make an appointment through the RSU’s main office to see the lawyer. Call 416-979-5255 x2325.

Member Services Office
[Student Centre Lobby] 416.979.5255 x2358 · memberservices@rsuonline.ca
At the RSU’s Member Services Office, you’ll find many services that your membership offers, such as:
- School supplies and stationary
- The International Student Identity Card (ISIC) Travel discounts across Canada and internationally and more!
- RSU Members’ Health and Dental Plan Services
- Campus Lost and Found
- Tickets for course union/student group events
- Information about the RSU’s many events and campaigns

Tax Clinic
Since 1998 the RSU has offered a Tax Clinic using student volunteers and support from the Canada Revenue Agency Community Volunteer Income Tax Program (CVITP). Student volunteers provide tax preparation services in exchange for a non-perishable food items or donation to the Community Food Room. If you are interested in volunteering during March contact the Vice-President Operations at vp.operations@rsuonline.ca

Online RSU Book Room
rsubookroom.ca
An online portal where students can buy and sell textbooks from their peers. On this website students can find used textbooks, reference materials and course guides from students who are selling them.
ADMINISTRATIVE DETAILS

GRADUATE COUNCIL MEETINGS
This is one of many ways in which the Grad Executives can share information about upcoming campaigns, services, events and many other opportunities — it also presents an opportunity for GCUs to meet, discuss issues, and ask questions directly to the Graduate Executive members.

Every GCU is obligated to send at least one executive member. If for some reason you cannot attend please send someone to represent you (perhaps a class rep) who can fill you in later.

There are 3 All Executive Meetings during the academic year that you are invited to attend:
- Tuesday, September 25 at 6:00pm
- Wednesday, November 6 at 6:00pm
- Tuesday, January 23 at 6:00pm

EMAIL/WEBPAGES
To receive a dedicated Ryerson email – such as mbaGCU@ryerson.ca - or free Ryerson web space for the GCU, see the Campus Groups Coordinator.

The account(s) takes 2-3 days to set up.

If a password reset is required for an existing account, contact the Campus Groups Coordinator in person or by telephone only. Privacy restrictions dictate that password resets cannot be handled through email.

OFFICES
The RSU does not grant or control space for GCUs. Your department and the university control the space. It is the responsibility of the program itself to provide office space for the GCU.

METHOD TO PROCURE OFFICE SPACE
- Identify what appears to be an unused space. You must do this yourself - no one will do it for you
- Once you find this space (it may be inside existing space such as a corner of your lounge. It is possible to build a small office into an existing space if there’s enough room. You must seek the support of the Chair before proceeding with this idea. Write a letter identifying the space and the GCU’s accomplishments including a list of
  a) What events has the GCU run
  b) What events are planned for the future
  c) The services provided by the GCU for students in the program
  d) What purposes the office would be used for
- A letter of support from your Chair or Dean must be sent, along with your initial proposal, to the Director of the Office of the Vice Provost and Conga Pham, director, Campus Facilities and Sustainability
- Once a commitment is received from these parties, arrange a meeting with Campus Planning to assess the requirements for construction (when necessary) or for furnishing an existing office. Campus Planning will assess costs and provide you with a budget for expenses
- Download a SIF grant application form at www.ryerson.ca/studentlife/programs/student-initiativefund/
- Complete the form attaching all documents

OFFICE SECURITY
- The RSU does not guarantee the security of GCU office space and is not responsible for lost or stolen items
- Do not keep money or leave valuable personal possessions in the office

RSU
Ryerson Students’ Union
PROMOTIONAL MATERIALS

LET COPYRITE BE YOUR ONE-STOP SHOP FOR
Promotional materials can be an extremely beneficial addition to your student group or course union! Whether you need rave cards to promote an event or buttons to show support for your group, CopyRITE’s got you covered! Here are some ideas to keep in mind for your next initiative:

**Business Cards** - What easier way to step up your professional status? Create and design your own business cards for your groups and get them printed at CopyRITE. We offer discounted rates for high-quality business cards. Also, take advantage of our discount for multiple names in same order. Note the minimum order is 50 cards per name.

**Buttons** - Take advantage of CopyRITE’s popular button maker! Be the first group to have buttons all over campus that promote your group. Create your own design and see it in full colour on shirts, backpacks and bulletin boards. Available in sizes from 1-1/4” to 3”.

**Foamcore and Plak mounting** - Have a picture from an event you’d like to put on display in your office? Get it mounted on foamcore in full colour and save those memories for years to come! Also, ask about our Plak mounting, which is a durable option to preserve your memories.

**Postcards or rave cards** - The fastest, cheapest and flashiest way to promote your event! Get high-quality, full-colour cards that promote your group’s next event! Similar to material that club promoters use, ordering rave cards through CopyRITE is an easy and affordable way to promote your events in a stylised way. Standard size is 4”x6” on matte or gloss finish, however any size can be accommodated including bookmarks. We can also provide circle cutting as big as 3.5” – ask for pricing.

**Posters** - Creating a poster for your upcoming event or meeting? CopyRITE can print it on different types of paper, in full colour and different sizes!

**Wide Format Printing** - Need a new way to catch students’ attention? Thinking about making a big appearance at campus groups day? Get a design printed in wide format! This can be in the format of a poster or banner using matte, gloss or durable vinyls. This can be in the format of a poster or banner. Save money and use the black and white wide format for quick economical large printouts.

Don’t forget! CopyRITE is able to create various other personalised products such as:
- Mugs
- Calendars
- Mousepads
- T-shirts
- Stickers
- Magnets!

E-mail your CopyRITE for more information – copyrite@rsuonline.ca. Use your Student Group Or Course Union Copy Card at CopyRITE to charge your budget account for any printing expenses.

NOTES:

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RSU’s in your corner!

Want academic advice?
Need information about grade or standing appeals?
Have concerns around academic misconduct issues?
We are here to help!

Important University Policies

- **Policy 60**: Code of Academic Conduct (Student Academic Integrity Policy)
- **Policy 61**: Code of Non-Academic Conduct
- **Policy 134**: Undergraduate Academic Consideration and Appeals Policy
- **Policy 145**: Undergraduate Course Management
- **Policy 150**: Accommodation of Student Religious, Aboriginal and Spiritual Observance
- **Policy 151**: Graduate Course Management
- **Policy 152**: Graduate Appeals
- **Policy 159**: Accommodation of Students with Disabilities

6 Things to Do to Avoid Appeals

- **Read your course outline thoroughly** for mark breakdowns, deadlines, and other important expectations from your Instructor.
- **Get help from your instructor or other university resources** as soon as you encounter situations that may affect your coursework.
- **Check your Ryerson e-mail frequently** for important e-mails from the university.
- **Leave a ‘paper trail’** by documenting all e-mail communication between you and your instructor.
- **Plan ahead and attend a workshop** through Student Learning Support to help you be a successful student.
- **Don’t miss the deadline(s)** for submitting an appeal, or for opting out of turnitin.com

Have Academic Integrity – be a scholar and work to maintain standards of academic honesty, fairness, responsibility, and trust (see policy 60, the Student Code of Academic Conduct).

Questions? Make an appointment with the Student Issues and Advocacy Coordinator
416.979.5255 ext. 2322
advocacy@rsuonline.ca
rsuonline.ca /academic-advocacy
COPYRITE PRINTING PRICE LIST

ALL CAMPUS GROUPS HAVE A 25% DISCOUNT OFF REGULAR PRICES BELOW

<table>
<thead>
<tr>
<th>Black Copies On White Or Coloured Papers</th>
<th>Letter</th>
<th>Legal</th>
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<th>12”x18”</th>
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<td>gloss from</td>
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<td>$0.89</td>
<td>$1.09</td>
<td>$1.15</td>
</tr>
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<td>$0.64</td>
<td>$1.09</td>
<td>$1.29</td>
<td>$1.59</td>
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<tr>
<td>coated card from</td>
<td>$0.69</td>
<td>$1.19</td>
<td>$1.39</td>
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<tr>
<td>colour b+w (rich black)</td>
<td>$0.15</td>
<td>$0.20</td>
<td>$0.30</td>
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<table>
<thead>
<tr>
<th>Other Standard Printing/Copy Services</th>
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<tbody>
<tr>
<td>Stickers (8.5” x 11”)</td>
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</tr>
<tr>
<td>Matte</td>
<td>+$0.75</td>
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<tr>
<td>Gloss</td>
<td>+$1.00</td>
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</tbody>
</table>

| Die cut options in matte including circles. Custom cutting available including some circle sizes. Setup charges may apply. |

<table>
<thead>
<tr>
<th>Wide format colour / banners</th>
<th></th>
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<tbody>
<tr>
<td>Matte 41lb</td>
<td>$4.99</td>
<td>per sq. ft.</td>
<td>$5.99</td>
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</tr>
<tr>
<td>Gloss</td>
<td>$5.99</td>
<td>per sq. ft.</td>
<td>$6.99</td>
<td>per sq. ft.</td>
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<tr>
<td>Biovinyl</td>
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<tr>
<td>Medium Scrim Vinyl</td>
<td>$7.99</td>
<td>per sq. ft.</td>
<td>$8.99</td>
<td>per sq. ft.</td>
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<tr>
<td>Heavy Scrim &amp; Hem</td>
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<tr>
<td>Full bleed add $4 per print</td>
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<tr>
<td>Grommets $2.50 each</td>
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<thead>
<tr>
<th>Banner Stands (no discount)</th>
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<tbody>
<tr>
<td>Premium 31.5” x 8.5” (1-2 days turnaround)</td>
<td>$200.00</td>
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<tr>
<td>Good 33” x 81” (3-5 days turnaround)</td>
<td>$175.00</td>
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<thead>
<tr>
<th>Wide format b+w</th>
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<tbody>
<tr>
<td>Bond 20lb</td>
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<td>per sq. ft.</td>
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<tr>
<th>Machine fold ($3.00 set-up)</th>
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<tbody>
<tr>
<td>.036” &lt; 1000 / .042” &gt; 1000 per unit</td>
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<table>
<thead>
<tr>
<th>Machine booklets ($3.00 set-up)</th>
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<tbody>
<tr>
<td>50¢ per unit for letter size</td>
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<tr>
<td>Booklet trimming to bleed $1.00 each</td>
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<table>
<thead>
<tr>
<th>Machine cut ($3.00 set-up)</th>
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<tbody>
<tr>
<td>$10 per 1000 sheets per cut</td>
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<tr>
<td>50¢ minimum per cut</td>
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<thead>
<tr>
<th>Foamcore mounting</th>
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<tbody>
<tr>
<td>$4.99 per sq. ft.</td>
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<tr>
<th>Binding (covers extra)</th>
<th>Cerlox from</th>
<th>$2.00</th>
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<tbody>
<tr>
<td>Spiral from</td>
<td>$2.50</td>
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</table>

If there is anything you need which isn’t listed here, please email copyrite@rsuonline.ca for more information.

All prices listed do not include tax.
RSU SERVICES

CopyRITE
Lower Level, Student Centre
copyrite.ca
Discounted printing, binding and more with your Ryerson One Card.

Online RSU Used Book Room
www.rsubookroom.ca
An online portal where students can buy and sell textbooks from their peers.

Along with these great cost-saving services, the Students' Union also provides:

RSU Tax Clinic
Get help with filing your taxes with this free RSU service.

Graduation Photos
On-campus photos with Lassman Studios. The sitting fee includes a free copy of your class composite photo. Book early online.

Academic Advocacy
A full-time advocate is available to both undergraduate and graduate students.
Appointments: advocacy@rsuonline.ca

Legal Advice
Free legal advice with an in-house lawyer. Visit the RSU main office to book an appointment.

Discount Tickets
We sell discount tickets to movies, comedy shows, and more.

Members’ Health and Dental Plan
Save funds on medical and dental expenses.

TTC Metropass Discount
Save time and money - buy your pass at the Member Services Office.

RSU Vice-President Operations
[SCC311] 416.979.5255 x2321
vp.operations@rsuonline.ca
rsuonline.ca/services
THE MEMBER SERVICES OFFICE

LOCATION:
STUDENT CENTRE LOBBY, 55 GOULD ST.
memberservices@rsuonline.ca
Check out the website: rsuonline.ca/services

This is not just a regular office, it is your office to access the benefits of your membership. The Member Services Office is a front-line service of the Ryerson Students’ Union. As an RSU course union, you can access multiple benefits provided through the Member Services’ Office!

Event + Movie Tickets
Promote/Sell your event - Promoting and selling tickets to your events at the Member Services’ Office allows greater outreach to the whole Ryerson community.

When you are running an event that requires tickets, the Member Services’ Office can sell and promote the tickets along with our other tickets to ensure great exposure and high sales. This means more people at your events, and more money in your Trust account! The Member Services Office accepts cash or debit and money collected can then be deposited directly into your account!

Contact the Member Services Coordinator at memberservices@rsuonline.ca to set up your ticket sales. Allow 48 hours for set up.

The Member Services Office hours of operation are: Monday-Thursday 9am-8pm, and Friday 9am-6pm and Saturday 11am-5pm

*note reduced hours during exams and in the spring/summer term.

Additionally, tickets to all RSU events such as the Culturejam show, Ski Trips and Club Nights are available here. Discounted tickets are sold for off-campus entertainment including Cineplex, Carlton movie theatres and Canada’s Wonderland!

Other Services Offered:
- Campus Lost and Found
- TTC tokens
- Post Secondary and Discounted Adult (VIP) TTC Metropasses
- RSU Members’ Health and Dental Plan
- ISIC-International Student Identity Card
- School Supplies

Ticket sales through the Member Services Office
If you have an event coming up in which you need to sell tickets, you may sell them through the Member Services; the same centralized location where thousands of students and the rest of the Ryerson community purchase TTC metro passes, movie tickets, and other merchandise.

This is another free service of the RSU.

Please follow this process:

1. Contact the Member Services Coordinator to set-up an account and to get your materials to staff. She can be reached at memberservices@rsuonline.ca or by calling 416-979-5255 ext.2368

2. You will need to provide the following information
   - Event info (If you have posters, we can put them up at our office)
   - Ticket price, so we can input it in our Point of Sale system
   - Any special instructions (For example, do you want students to sign up when they purchase a ticket?)

3. After you receive a confirmation from Member Services Office Coordinator, you can drop off the tickets during normal business hours. Please stipulate how long you want them sold for.
The Executive Committee
All five members of the Executive are dedicated and responsible for ensuring that our spaces and community are inclusive and free from discrimination, oppression, and inequity. Equity is integral to all pillars of our campus, whether it means ensuring that our events are inclusive and accessible, bottled-water is eliminated, or we strive to continue to offer cost-saving services to offset the high cost of post-secondary education, a focus on equity intersects with all facets of the Students’ Union.

It is also important to remember that issues that affect us at Ryerson are not unique to our campus alone and we recognise that students across the country face similar barriers, and that is why we are dedicated to combating oppression in solidarity with other students as part of our strong provincial and national student movement.

Vice-President Equity
The Vice-President Equity’s role is to create awareness around issues of discrimination, work with students to combat all forms of oppression on our campus, and advocate on behalf of students for more inclusive policies.

Social justice and Equity Issues Committee
The Equity Committee works to fight discrimination on campus, works on local, provincial, and national campaigns; organises events aimed at building campus inclusivity, and builds awareness on local/national/international issues. This is an open committee.

Sustainability Committee
The Sustainability Committee works to create a sustainable campus by raising awareness about global issues, and working to usher students into an eco-friendly world. Sustainability is also a priority, with a focus on food security, awareness around the importance and scarcity of fresh public water, improving university sustainability policies, and integrating a sustainable approach to our equity mandate. This is an open committee – so come check it out and get involved.

RSU-Wide Events/Campaigns
To truly have an inclusive campus and community, we must integrate an equitable approach to organizing events, speaking to students, doing outreach, and creating campus life. We must apply the knowledge that we've gained about oppression and discrimination and apply it to the three pillars of the Students’ Union: campaigns, events, and services.

Equity and Campaigns Organiser
Our full time staff members also play an important role in insuring that work of the students’ union is adequately resourced and coordinated. Staff members play a vital role in the day to day operation of the Students’ Union and also provide the students’ union with institutional memory. The Equity and Campaigns Organiser is a full time unionized staff of the Ryerson Students’ Union. They are responsible for overseeing and helping to coordinate the activities of all six Equity Service Centres. This staff member acts as the supervisor for all part time staff working in the equity service centres and acts as the staff support for the Equity & Social Justice, Sustainability and Student Action Committees, and resources any equity or educational issues based initiatives that are run out of the Students’ Union.
EQUITY SERVICE CENTRES

Equity Service Centres play a very large role in creating spaces for marginalised communities to organise within. They work to enhance the profile of equity issues among the campus community, and help to build a strong and inclusive campus community. They are a safer space for student who identity with the various centres.

GOOD FOOD CENTRE
The Good Food Centre services students in financial need through their food bank program, with a membership of over 600 community members. Along with providing food for students in need, they tackle issues surrounding food security and student poverty. The Good Food Centre also has the Good Food Box program that offers students, staff and faculty an opportunity to purchase locally grown produce at an affordable rate. Connect with the Centre to host workshops, foodbank fundraisers and collaborate on free food events around campus.

RYEACCESS
RyeACCESS provides a safe space for students with disabilities. RyeACCESS provides a number of services for students, including social events, craft workshops, discussion groups, American Sign Language courses, and accessible event planning consultations. RyeACCESS also advocates for a more accessible Ryerson through campaigns such as the Mental Wellness Taskforce and Unlearn Ableism projects. RyeACCESS is the founding organization for the Reclaiming Our Bodies & Minds Conference hosted in the Winter semester.

RYEPRIDE
RyePRIDE provides a safe space for queer and trans students. They organize a wide variety of events, which brings together queer students and their allies from across campus. RyePRIDE organises the Ryerson Pride Week festivities, Queer Histories Week, and provide workshops, campaigns and discussion groups to discuss sex, sexuality, gender and intersectionality.

RACIALISED STUDENTS’ COLLECTIVE
The Racialised Students’ Collective aims to create a campus free of racism and racial discrimination by creating safe spaces for indigenous students and students of colour. Through events, campaigns, and advocacy initiatives, the Racialised Students Collective hopes to build an anti-racist network on campus that works to celebrate the histories of struggle and resistance by racialised students and their allies. The collective hosts a number of events and workshops that range from debunking myths & stereotypes to hosting social events like the Annual These Words of Mine Black History Month poet night.

THE CENTRE FOR WOMEN & TRANS PEOPLE
The Centre for Women and Trans People provides a safe organizing space for women and trans people to come together around issues ranging from reproductive freedom, sexuality and gender empowerment to violence, racism and the media. The Centre provides advocacy and resources, host discussion groups and other great events from a feminist and trans-positive perspective.

TRANS COLLECTIVE
The Trans Collective is an organizing space for transgender, transsexual, genderqueer, non-binary, agender, bigender and questioning folks across Ryerson University. The collective meets regularly to discuss campaigns, events and services that trans students need on campus. Campaigns range from making preferred name policies more accessible and fighting for the expansion of all-gender (or gender-neutral) washrooms across campus.
CREATING INCLUSIVE EVENTS

CONSIDER THE CAMPUS
Ryerson is one of the most diverse campuses in Canada. As a course union or student group, your goal should be to outreach and involve as many members of the Ryerson community as possible—this is how we build campus community. When planning your event remember to consider diverse cultural and religious interests, difference in ability, and the inclusion of all gender identities.

Please see RSU’s Equity and Campaigns Organiser for an Accessibility Checklist in office SCC-208 or email equity@rsuonline.ca.

PLANNING THE EVENT
Include students from diverse cultural and religious groups, different abilities, different faculties or programs of studies, and different gender identities in the planning events. The more diverse your planning, and organising team is the more likely you are to broaden your groups social network and encourage greater participation with in your group.

MARKETING AND PROMOTING YOUR EVENT
How well an event is promoted can determine its success. Often student groups and course unions use catchy names, and flashy graphics to generate publicity around their group or event. When designing promotion consider language and graphics used to promote events. Although it may be intended as a joke, there is nothing funny about racism, sexism, homophobia or ableism. Abstain from using graphics or language that may be offensive (which includes the objectification of women, non-inclusive slurs and statements, and images portraying people in a negative way). Making people feel included—even in the promotion of the event—will make for a successful event.

IMPORTANT NOTE:
Please include the following message on your advertising:
The (your group’s name) strives to create accessible and inclusive spaces for all of its members. If you require any accommodations to ensure your participation, email internal@rsuonline.ca (email address for group organiser) as soon as possible.

CHOOSING THE VENUE
Choosing the venue is often one of the first and most important things to consider when planning. The venue often determines if a student will feel comfortable attending an event, and often plays an important role in attracting students to social events.

When picking a venue consider the following:
Is the venue accessible to students with accessibility needs, people with medical needs, or those students who are assisted by a wheelchair and/or scooter.

Is space provided for students who don’t feel comfortable around alcohol to participate (depending on the event, consider having a dry area and a wet area).

Is there diversity in the type of venues you choose? It may be easy to always host your events in the pub, but this may not be the most inclusive option. Try to diversify your venue choice from event to event. That way someone who is interested in getting involved with your group has the option to choose going to one event over the other.

DATE AND TIME
Avoid dates that will coincide with religious festivals and holidays. You will not always be able to accommodate everyone at all times, but try your best to avoid planning event during dates or times that students will not be on campus because of religious obligations.

FOOD
Find caterers that provide for special dietary requirements. Try your best to offer diverse food options (Halal, Kosher, vegetarian) so that no one gets left without food.

PROGRAMMING
It’s great to have fun, but sometimes people and performers can get carried away. Try and make sure that your event programming is inclusive and free from discrimination. If you are inviting performers who require a contract, include language about what type of behaviour and material is appropriate. The last thing you would want as an organiser if for participants to leave your event feeling excluded or, even worse, targeted and discriminated against attendance. You, along with your group, the RSU and the university, could be named in a legal suit should an accident occur.

Before securing space (See “Booking Space on Campus”) ensure that you have considered all aspects of the event, including number of attendees, type of participation expected of them, if there is food and how it will be served, whether or not alcohol will be involved, whether the event is barrier-free for those who use mobility-assisting devices and, if there is an opportunity for those with different viewpoints to feel comfortable in an open meeting.
HOSTING SAFE EVENTS

As an event organiser you are personally responsible for those in attendance. You, along with your group, the RSU and the university, could be named in a legal suit should an accident occur. You can mitigate this risk by planning events well in advance and exercising good judgment when choosing venues and activities.

Before securing space (See “Booking Space on Campus”) for your event, ensure that you have considered all aspects of the event thoroughly, including number of attendees, type of participation expected of them, if there is food and how it will be served, whether or not alcohol will be involved, whether the event is barrier-free for those who use mobility-assisting devices, if there is an opportunity for those with different viewpoints to feel comfortable in an open meeting, if equipment is required, etc.

You should designate group members to be in charge for the duration of the event, individuals who will be responsible for ensuring that activities are being carried out in a safe way and that risks are mitigated.

STUDENT EVENT MANAGEMENT

Student Event Management is a process managed by the Department of Student Life that is an integral part of responsible event programming. It will support good event planning techniques, help you identify and mitigate risks associated with your event, and ensure you are protected by Ryerson’s liability insurance. Only by identifying the risks and making plans to counteract them, can safe alternatives be found in order to prevent injury or harm to event participants.

As an event organiser you take on personal liability as you are responsible for those in attendance. You, along with your group, RSU and the university, will be named in a legal suit should an accident occur. Financial damages/liability can be mitigated by completing Ryerson’s Student Event Management form is available online at:

https://ss.cf.ryerson.ca/studentrisk

Forms must be submitted online no later than 3 weeks in advance of the event. You can find more information about event management at http://www.ryerson.ca/studentlife/programs/index.html, or by contacting Andrew Bisnauth at x4092 or abisnaut@ryerson.ca.

Note: An event that requires risk assessment is not considered approved and cannot be advertised until the event management proposal is reviewed by Student Life.

INCIDENT REPORT

If an incident occurs either off-campus—or on-campus—during an event associated with your group, it is crucial that you inform RSU Vice-President of Student Life and Events immediately by email or telephone: vp.life@rsuonline.ca 416.979-5255 ext.2312. Let RSU know before we find out from any other Ryerson community member.

WAIVERS AND CONTRACTS

Events that carry a risk of physical injury require a waiver to be signed by participants. For information on waivers and how to secure one, contact the RSU’s Campus Groups Coordinator (campusgroups@rsuonline.ca)

When a bus is required, or if you hire a performer for an event, you may need a contract to be developed. The contract is a legal document that formalizes the relationship between your group and the service provider. It should clearly lay out expectations, costs, payment arrangements and dates for the service provided. If you need advice on creating a contract or reviewing a contract that someone else has created, check with RSU staff BEFORE signing. Signing officers for your group should be the only ones to sign a contract.

On-Call Office: PIT201 (Access is only given to RyeSERT members or students living in residence)

Handling Cash on Campus

- Set up a table that is located within visual range of a security camera. Security & Emergency Services located at 111 Bond Street and officers can assist you with locating an area
- Send an email security@ryerson.ca or drop by their office to inform them about event. Include the time, date and location
- Ensure you have a way to contact security in any emergency. Have a cell phone or know where a blue phone, internal phone (dial “80”) or payphone (416.979.5040)
- Ensure your monies are not in a see-through container and that the cash box is out in public sight
- Ensure you have no less than two people with the money at all times.
- Ensure you remove funds frequently and transport to a more secure location (do not telegraph this on radios etc, and travel in pairs)
- Keep large bills out of sight
- Never turn your back on an open cash drawer/box
- Notify Security & Emergency Services of any suspicious person loitering in the area
- If a robbery does occur, don’t try to be a hero. Remain calm and obey instructions and do not antagonise the robber
- Notice details to aid you in describing them. When trying to determine age, height, weight and appearance, compare them to yourself or to people you know. Memorize peculiarities such as tattoos, scars, prominent features or jewelry
ANTI OPPRESSION GLOSSARY

These terms are commonly used to describe the distinct forms of oppression and discrimination that occurs. It’s important to note that many people face these in multiple ways at once. They can be overt, covert, systemic, institutionalised, or personal. These are some, and not all, forms of oppression that occur.

ABLEISM:
Abilism is prejudice or discrimination against people with disabilities. It can be difficult to detect ableism as it may express itself in the form of expectations, assumptions, values, actions and/or verbal communication. Furthermore, there is the implicit assumption that everyone is able-bodied and generally has the same abilities.

ACCESSIBILITY:
Accessibility is the state of being open to meaningful participation by all people, in particular people whose participation (in a specific activity or in society at general) is usually limited by oppression of some kind. Accessibility, in general, means being free of barriers which are placed by the dominant group, inadvertently or advertently, such as lack of childcare or a members-only policy. This also includes societal barriers, such as housing not being treated as a right but rather a commodity.

Sometimes the term “accessibility” is used with specific reference to the needs of people with disabilities. A space cannot be deemed ‘accessible’ in this sense if the atmosphere is ableist, even if measures such as wheelchair-accessible venues that are safe and dignified, Braille/large-print/audio-tape resources, TTY (text telephone) and sign language interpretation are in place.

ALLYSHIP:
Allyship occurs when a member of a privileged group works to dismantle any form of oppression from which they receive the benefit. Being an ally means acting in solidarity with marginalized groups. Allyship is not an identity but an ongoing process.

ANTI-SEMITISM:
Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

• Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
• Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective.
• Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
• Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
• Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
• Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.

Examples of the ways in which Anti-Semitism manifests itself with regard to the State of Israel taking into account the overall context could include:

• Denying the Jewish people their right to self-determination.
• Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
• Using the symbols and images associated with classic antisemitism (e.g. claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
• Drawing comparisons of contemporary Israeli policy to that of the Nazis.
• Holding Jews collectively responsible for actions of the State of Israel.

However, criticism of Israel similar to that leveled against any other country cannot be regarded as antisemitic. Criticism of Israel is not antisemitic, and saying so is wrong. But singling Israel out for selective condemnation and opprobrium – let alone denying its right to exist or seeking its destruction – is discriminatory and hateful, and not saying so is dishonest.

ANTI-BLACK RACISM:
Anti-Black racism refers to the pervasive and systemic nature of racism that actively targets Black bodies and communities. It is the recognition that even within racialized communities Black people are seen as the furthest from whiteness and are viewed as inferior. Anti-Black racism can take the form of underrepresentation of Black people on college and university campuses, high rates of police violence in Black communities or the maintenance of stereotypes that regard Black people as dangerous, lazy or criminal.

COLONIALISM:
Colonialism is the establishment, maintenance, acquisition and expansion of colonies through violence in one territory by people from another territory. Colonialism is a set of unequal relationships between the dominant colonial state and between the Indigenous peoples of the colonized territory.

GENDER:
Gender denotes a social, cultural, or psychological state of being, as opposed to that of assigned sex. Some people do not have a gender identity that corresponds to their assigned sex, namely transgender, transsexual, intersex and gender-queer and nonbinary individuals. Gender expression is usually broken down into the categories masculine, feminine, and androgynous, and is sometimes broken down even further (ie. queer folks using terms like soft butch, hard femme, etc to describe their gender.) Sex, gender identity and gender expression can combine in lots of different ways, for example: cis guys who are feminine, trans butch women, nonbinary femme folks, etc.

HETEROSEXISM:
The assumption that heterosexuality is the only valid sexuality. It can be difficult to detect heterosexism as it may express itself in the form of expectations, assumptions, values, actions and/or verbally. Some examples are: expectations that children will grow and marry someone of another gender; that relationships portrayed by the media are only positive if they are heterosexual, etc.
**HOMOPHOBIA:**
Homophobia is the irrational fear, aversion and hatred of those who love and sexually desire those of the same sex. Homophobia ranges from dislike and avoidance of homosexuals, to discrimination against them on an institutional level to acts of violence.

**ISLAMOPHOBIA:**
Islamophobia is unfounded hostility towards Muslims, the people who practice the religion of Islam. Broadly this presents Islam as a monolithic bloc, static and unresponsive to change and characterizes Muslims as barbaric, irrational, primitive and sexist. Hostility towards Islam is used to justify discriminatory practices towards Muslims and exclusion of Muslims from mainstream society.

**MISOGYNY:**
Misogyny is the fear and/or hatred of women. This is frequently linked to sexism and is often the root of violence against women.

**POWER:**
In this sense, power is the exercise of privileges with the intention and/or effect of keeping those privileges and maintaining the overall pattern of distribution of those privileges.

**PRIVILEGE:**
Systemic advantages based on certain characteristics that are celebrated by society and preserved through its institutions. In North America, these can include being white, having money, being heterosexual, not having a disability, etc. Frequently people are unaware that these characteristics should be understood as privileges as they are so effectively normalised.

**RACISM:**
Racism is a system of disadvantage based on race. It empowers people with the ability to act on the belief that people of different races have different qualities and abilities, and that some races are inherently superior or inferior. Racism manifests in many ways, from dislike and avoidance of people based on their race to discrimination against them on an institutional level to acts of race-based violence. Racism is related to power: who has power and who is given power by society. Racism exists beyond one-on-one interactions.

**RAPE CULTURE:**
A rape culture is one in which dominant societal ideologies, media images, social practices and societal institutions support and condone sexual abuse by normalizing, trivializing and eroticizing sexual violence and rape. Rape Culture also exists through hypersexualization of femme people. A rape culture blames victims for their own abuse.

**SEX:**
A designation at birth based on the appearance of external genitalia that is used to differentiate between males and females. For many people their sex matches their gender identity, though these should be considered separate. Transgender people, for example, are assigned a sex at birth that doesn’t correlate with how they identify. Additionally, unnecessary surgical interventions are often performed on intersex newborns in the service of upholding the false idea that there are only two sexes, male and female.

**SEXISM:**
Sexism perpetuates a system of patriarchy where men hold power and privilege and everyone else is subordinate to them. Sexism is both discrimination based on gender and the attitudes, stereotypes and cultural elements that promote this discrimination. It is important to note that sexism, like any other form of oppression, is related to power: who has power and who is given power by society.

**TRANS:**
An umbrella term to describe individuals whose gender does not match the sex that they were assigned at birth. There are diverse identities under the transgender umbrella, including, but not limited to genderqueer, agender, gender non-conforming, non-binary, etc.

**TRANSPHOBIA:**
Transphobia is a personal, societal and systemic desire to maintain the gender binary (the strict categorization of “men” and “women”) which obscures the reality of the fluidity of gender and diminishes or ignores the experience of persons who do not identify with either or both gender categories.

**QUEER:**
An umbrella term used to describe people who are lesbian/gay/bisexual/transgender/gender variant or have an otherwise alternative sexuality or gender identity. At one time this was exclusively used as a slur by non-queer people, however, recently this term has been reclaimed by certain queer communities and is conceptualised as being more inclusive.

**XENOPHOBIA:**
Xenophobia is the fear or aversion to people and communities perceived as being "foreign."
FINANCES, GRANTS AND OTHER SOURCES

BUDGET/TRUST FUNDS

Two accounts:

1. Your budget is comprised of funds from the RSU. Use only what you need. You may at any time request to see your file where copies of all requisitions and deposit forms are kept.

2. Graduate Course Unions receive $400 per year in budget monies. Unspent funds do not carry over.

3. Monies are accumulated in a Trust Account through fundraising: bake sales, parties, and shirt sales or through sponsorship donations or RSU cash awards that are presented to the winners of campus events. The balance is always carried over from year to year even if your group is inactive for a year or more. Some groups have written it into their constitution that they must leave a certain percentage of funds in their Trust Account for the incoming executives to use the next year.

SIGNING OFFICER RESPONSIBILITIES & ACCOUNTABILITY

All cheque requisition forms must be signed by two signing officers. Signing officers will be held responsible to ensure all receipts and expenses are valid. If it is necessary to change a signing officer, contact the Campus Groups Coordinator.

CHEQUE REQUISITIONS - PROCESS TO FOLLOW

- You must spend your own money and get reimbursed or, for larger expenditures, have the supplier issue an invoice so that the cheque can be issued to them directly.
- Original itemized receipts/proof of payment must be clearly labeled and attached to the back of the requisition form; it is recommended you keep photocopies of receipts.
- All cheque requisition forms must be signed by two signing officers.
- All cheques are payable to the person requiring reimbursement.
- The RSU issues cheques weekly, submit by WEDS @ 6pm.
- Cheques are available for pick up at the RSU main office SCC311.
- Receipts must be submitted within 30 days of dated receipt.
- All expenditures must be submitted before April 30.

DEPOSITS - PROCESS TO FOLLOW

- Revenue deposits MUST be made within 10 days of your fundraiser. Do not stockpile cash. It is good practice to bring cash into the RSU as it comes in. No deposit is too small.
- Cheques issued to your GCU must read: RSU Student Groups – the name of your GCU, e.g., RSU Student Groups – Philosophy GCU.
- All deposits must be made in person to the Campus Groups Coordinator.

FORMS * RECEIPTS * DEADLINES

Most forms may be downloaded from rsuonline.ca or are available to photocopy from the back of the manual or at RSU, main office, SCC311.

FUNDING

Each GCU is allotted $400 for the fiscal year – May 1 – April 30. Any expenses above and beyond this allocated amount must be first approved by the Graduate Executive Committee through the Grant Application. This is a general breakdown of how the money should be allocated for the entire academic year.

To get access to this funding:

a. Spend money within the above framework from a personal account (usually an executive member).

b. Keep your receipts.

c. Fill out a cheque requisition form, available on the wall racks beside the reception desk of the RSU main office, (Student Centre, SCC311) or photocopy the sample in the back of this manual.

d. Submit form and original receipts to the Campus Groups Coordinator in SCC311.

TRUST ACCOUNTS

It is against the RSU’s Funding Policy #5 for any GCU to hold their own bank account.

A GCU may not hold petty cash in excess of $50. Petty cash in excess of $50 will be considered a “bank account.”

Funds are intended for the benefit of all students. It is RSU policy that only up to 25% can be designated toward grad activities. Otherwise, funds may be withdrawn at the GCU’s discretion. Only under extreme circumstances would the RSU question a withdrawal. Funds may not be used for executive meals.
GCU SPECIAL PROJECT FUNDING APPLICATIONS
Each GCU may also be eligible for funding in addition to the $400 allotted funds. Up to $2000 in grant funding is available per academic year but no more $1000 is available per semester.

Expenses or projects not covered by the budget may be paid for from funds in your Trust Account or applied for with a Special Project Funding Application. Applications are available online (http://www.rsuonline.ca/upload_image/GCU_Special_Projects_Funding_online.pdf). Applications are reviewed by the Graduate Grant Committee comprised of members from the Graduate Council and must be submitted and approved before the money has been spent.

Below is a list of sample projects you may apply for with a Grant Application. Please speak to the Graduate Executive Committee regarding any other projects or ideas for your GCU.

- conferences
- guest speakers
- educational events
- educational outings
- program specific social events that do not include alcohol
- inter-university events/competitions

To get access to special project funding:
a. Fill out and submit a grant proposal (these forms can be found at the main RSU office SCC-311 or online).
b. You may be required to send a representative from your GCU to the Grant Committee meeting to make a presentation and may be required to submit additional information (i.e. a budget, itinerary, etc)

Special project funding must be applied for prior to the event. Funding is not guaranteed and is awarded at the discretion of the Grant Committee. Make sure you apply well in advance of your project/event.

No applications will be accepted for consideration after the event!

Special project funding may also be used to apply for funding in excess of budget allocations (e.g. printing). Applications are also accepted from program representatives on the Graduate Council that do not have a Graduate Course Union and would like funding for a program related event, conference or program specific activity.

You or your designate may be requested to present at a meeting of the Grants Committee to discuss the application. Please ensure your designate is knowledgeable about the project. For the Grants Committee meeting times and locations please contact the Deputy Chairperson - Finance at gradfinance@rsuonline.ca

SUBMITTING A SUCCESSFUL SPECIAL PROJECT FUNDING APPLICATION
The Graduate Executive Committee will consider the following when being asked to allocate grant funding

- How it will benefit your membership
- How it will enhance the profile of your GCU
- How it will benefit the Ryerson community

It is important to include:

- Full budget with detailed revenues (including all fundraising and sponsorships) and expenses, even if only best approximation
- Registration forms, conference agendas where applicable
- The number of students expected to participate
- The number of students who will benefit directly from the project

ALTERNATE FUNDING AVAILABLE TO GRADUATE STUDENTS:
Graduate Travel Grant
The Ryerson Students' Union Graduate Travel Grant program is meant to help offset the conference travel costs incurred by Ryerson graduate students. It acts as a reimbursement to students who have already attended the conference.

Travel Grants will be offered each semester. Please note: Travel Grants are NOT meant to be a primary funding source. We strongly suggest that you seek out other funding sources in addition to this fund. You are only eligible for one grant per academic year.

The Travel Grant program is available for students who attend a conference or any academic-related meeting, such as workshops, etc. Submission of your travel grant application must take place after you have attended the conference. Please keep your receipts and submit them upon return with your application. For conferences that take place near the end of a term, but after the application deadline, you are eligible to apply for a travel grant during the following academic term.

Travel Grant 2018/19 Funding Schedule
Travel grants are due and reviewed 4 times a year.
Fall: December 1
Winter: March 31
Spring: June 30
Summer: September 30

REQUIRED DOCUMENTS: The travel grant application form is posted online at rsuonline.ca. Be sure to read through and follow application instructions closely. Please submit all required documents (Completed Application Form, Receipts, & Statement of Interest) before the deadline.

INSTRUCTIONS: Preference will be given to applicants who are presenting work at a conference. If you have a supervisor then this application must be signed by them or signed by a professor who is most familiar with your work. Professors are expected to have reviewed this application and may be contacted to confirm the information contained in this document. Funding is intended to assist students with travel, accommodation, and conference registration costs.
RSU’S MEMBER SERVICES OFFICE

Services Available to the Entire Ryerson Community:

CAMPUS LOST & FOUND

EVENT TICKETS
- Movie discount tickets
- Ripley’s Aquarium
- Discount Wonderland tickets
- Raptors Tickets
- Campus group tickets
- RSU event tickets

TTC SERVICES
- Cash or debit only
- TTC VIP Pass
- TTC Discount Post Secondary Pass
- TTC Day Pass
- TTC tokens

ISIC
International Student Identity Card
- FREE for RSU Members

MEMBERS’ HEALTH & DENTAL PLAN
- Claims reimbursements
- Health & Dental Plan info

ISIC
International Student Identity Card
- FREE for RSU Members

Student Centre Lobby, 55 Gould Street
memberservices@rsuonline.ca • 416.979.5255 x1-2358 • www.rsuonline.ca/services
NOTICE OF FUNDING: The maximum grant available per application is $500, and each student is only eligible for one grant per academic year. The actual amount awarded will depend on how many applications are received. You will be notified by email when the travel grant cheque is ready for pickup. Cheques will only be released when all receipts are provided.

TO APPLY: Students need to submit the application form, statement of interest and receipts to:
Travel Grants
c/o The RSU Graduate Executive Committee
SCC311, Student Centre, 55 Gould Street, Toronto M5B 1E9

PLEASE NOTE: Members of the Graduate Executive Committee, the Grants Committee or Directors on the RSU Board are not eligible for Travel Grant funding.

SIF – STUDENT INITIATIVE FUND
The Student Initiatives Fund committee meets once in the Fall term and once in the Winter term to grant funding to student initiatives. You may apply to both the RSU and SIF.

Applications for initiatives occurring between September 2018-January 2019 are accepted during the time period of September 3 2018 - September 24 2018. Successful applicants will be invited for a presentation to the SIF Committee on the weekend of October 13-14, 2018.

Applications for initiatives occurring between February 2019- August 2019 are accepted during the time period of January 7 2019- January 28 2019. Successful applicants will be invited for a presentation to the SIF Committee on the weekend of February 9-10, 2019.

Requirements for an Application to be Considered
1. Initiative must occur within the same term of the application
2. Must submit the following documents:
   • Application
   • Budget File
   • Project Supervisor Form
3. Budget file must demonstrate specific line items
4. The Primary and Secondary Contacts from each group must attend the SIF Application Information Session
5. Must have a Ryerson Full-Time Staff or Faculty member agree to be your Project Supervisor, and attend a Project Supervisor Information Session
6. Must attend a mandatory 1-1 meeting with the Promotions and Outreach Assistant the week before your presentation

Please thoroughly review SIF Handbook to understand the complete application guidelines, how funding applications are scored, and eligibility requirements.
ryerson.ca/sif

The SIF Application Portal is located on the SIF website ryerson.ca/sif.

Any questions can be directed to the SIF Promotions and Outreach Assistant at asksif@ryerson.ca

DEPARTMENTAL FUNDING
Set up a meeting with the Chair or Student Liaison of your program. Bring a project description, budget and benefit analysis.
STRONG PROMOTION, OUTREACH & FUNDRAISING

Think about the target audience for your promotions. Too often we just say that we are promoting to “the students” but that is 24,000 or so students! Brainstorm about who might be interested in your event and where you might find these students. For example if you are showing an interesting film you might want to do some class talks in film studies classes. Also consider faculty e-bulletins & newsletters.

Be sure to determine who the target audience is prior to deciding upon the promo tactics that you are going to use.

A-Z PROMO INDEX
The following index provides some tips on how to get noticed at Ryerson and beyond.

AAAAAH! RYERSON STUDENTS’ UNION
Okay that was a sneaky way to get first on the list, but hey the RSU has loads of ways to help you get your message out including:

- RSU mailboxes for other course unions/student groups

AMAZING POSTERS, FLYERS & BANNERS
Be sure to allow for enough time for a quality product to be developed. Be sure to include crucial info about the event and always have someone review the poster prior to printing.

Promo should always include:

- Who (include your contact info)
- What the event/meeting is
- Why – a reason that someone should attend
- When (date & time)
- Where (clear location)

It is important to have a focus for each material piece. Some tips to remember are

- Have one main “grabber” headline
- Don't use too many fonts or sizes that are distracting
- Keep it simple — less is more! Cut the number of words on posters and flyers
- Avoid too many colours, photos that are not clear and clip art
- Often images speak louder than words — with readily accessible digital photography and cheap scanning at CopyRITE you can get the images you need for your posters, flyers and banners
- Use humour - making people laugh is a sure attention getter!

- Try different shapes and sizes in posters & flyers. Something small can be very eye-catching because it is different
- Remember and respect our diversity — don't use images or words that are discriminatory or harassing (for more info: http://www.ryerson.ca/equity/dhps.htm)
- For bigger events you might want to try a poster series e.g. an eye-catching image one day, followed by a few words the next and then the event details the following day

BANNERS
They do get torn down despite requests to Campus Planning & Facilities but you’ll get plenty of mileage out of the time they are up. Banner paper and paint can be purchased at Currie’s at Yonge, above College or Gwartzman's at College & Spadina.

BUZZ!
Create a buzz on campus! The key purpose of posters and banners is to create a buzz about your event/campaign rather than to just convey information. So it is important that posters/flyers/banners or buttons/stickers catch students’ attention and entices them to find out more via your contact email, office phone number or through one-on-one outreach activities e.g. tabling.

CHALK
Get artistic! Sidewalks around all of the major buildings on campus can be chalked with event information the week before the event.

CLASSROOM TALKS
Great idea to outreach to tons of students, but make sure you have permission first. Classroom talks need to be short, direct and energetic! Don't forget the basics — event date, time and location and contact info. Write contact info or some details on the chalkboard to leave a reminder once you are gone.

COLLECT INFO!
The best target audience for your next event are students who signed up at a table or at your last event. Have contact sign-up sheets (collect names, phone and email) when you are tabling or when you hold an event. Keep a database of interested people. For privacy you cannot without the permission of the student either hand over these details to external parties or use these lists to promote commercial services or products.

CROSS-PROMOTE
Are there other campus groups or course unions that might have similar interests — would their members be interested in your event? Find out and cross promote to pull in a wider audience.

E-MAIL

- Keep up-to-date addresses of your members and set up a mailing list so that you can keep everyone apprised of meetings, campaigns and events
- E-mail is a great way to keep in touch but don't overuse email or you will soon be ignored or even worse “unsubscribed.”
- Send out sparingly or if you have a few things to say put a few announcements together in a “digest”
- Just like posters/flyers, keep text to a minimum and provide links to websites if more info is needed
- Other technology can provide a good way to communicate with students e.g. blackboards; groups might be worth looking into
If you are hosting a conference, social event, or any function requiring ticket sales, you can use the RSU Eventbrite account. Kindly follow all instructions below:

- Please send the login and password as soon as you create the Eventbrite account. List the date of the events, as well as the type of event the tickets are being sold for.
- It will be strictly linked to the RSU bank account. We will provide the bank information requested by email to the Campus Groups Coordinator.
- Once you have received the total ticket sales email confirmation from Eventbrite, you must share it with the Campus Groups Coordinator in order for us to reconcile and apply the money to your TRUST account.

Start by creating an event page on Facebook for your event. Daily posts will keep your event in the newsfeed and fresh in everyone's mind. For some great tips check out: http://www.marismith.com/six-ways-effectively-promote-events-on-facebook-case-study/

Handing out a flyer is a good way to make personal contact. Make sure that the delivery is personable; use eye contact and approach people in a friendly manner.

What gimmicks can you use to get attention? Parade through campus in a costume or with a drum? Give out candies with flyers? Say that the first 10 people at your event get a prize? Ballots for free stuff at your events? Use different tactics to bring the people in.

Repeating the use of your logo or adopting a similar “look” for your promotional materials can help raise your “brand recognition” among students.

We are lucky to have weekly campus media including two newspapers: the Ryersonian and the Eyeopener. Get your group in a news story by contacting the media and making a pitch.

One-on-one outreach is key! Students are more likely to attend events where they know other students. Tabling, flyering around the cafeteria & student lounges, chatting to students, class talks (make sure you have permission) are all good ways to make a personal connection.

Also see A for Amazing posters, flyers & banners & Ryerson Postering Guideline

Poster in high traffic areas; see places to poster section
- Be sure to poster at eye level
- Be sure to re-poster prior to the event to ensure the info is still visible
- If the announcement on the poster is a combined event with other groups determine a postering schedule and avoid duplication

You should only post on bulletin boards & designated posting areas
- You may not post on glass, elevators or on entrance or exit areas that block someone’s vision
- Never use glue or duct tape!
- Tear down is near the 1st & 15th monthly

The RSU sends out weekly email blasts to students. Promote your event by submitting the information to gm@rsuonline.ca.

Promote your event by submitting the information to gm@rsuonline.ca.

Your postings should include, and should not be stylized:
- Event Title
- Date
- Time
- Location
- Description of event
- Contact information

Tabling is a great way to make personal connections to promote your group, raise awareness about an issue or sell tickets to an event. Be sure to decorate your table with banners, posters, and balloons to get attention. Food and give-aways are also showstoppers! Set up in high traffic areas. Unfortunately, we are not permitted to set up tables by Information/Registration.

Don't forget to tweet your followers about your event. Create an event hashtag and promote it. Encouraging dialogue with Twitter hashtags is an excellent way to build buzz around an event. It’s important to designate what the event hashtag will be as early in the process as possible (if you don’t, others will do it for you and there will most likely end up being multiple ones, diluting the effect). Use it in every single one of your Twitter posts. Your goal is to get every tweet about your event to contain your hashtag. The hashtag will aggregate all Twitter conversation around the event and help attendees connect and spread the word.
Equity Service Centres

The Students’ Union is committed to building an equitable and inclusive campus community. We recognize that there are groups within our membership – women, lesbian, gay, bisexual, trans* students, poor and impoverished students, students with disabilities and racialised students – that are marginalised on campus and in our society.

To respond to the issues faced by these students, the RSU has six Equity Service Centres.

THE EQUITY SERVICE CENTRES:

• Centre for Women and Trans People
• Good Food Centre
• Racialised Students’ Collective
• RyeACCESS
• RyePRIDE
• Trans Collective

Each Equity Service Centre seeks to support progressive social change and works to meet the advocacy and social needs of students by building a more inclusive Ryerson Campus. Groups operate from an anti-oppressive framework and consider the intersection of identities when organising events and campaigns.

Each group offers volunteer opportunities, events, and resources.

Visit the Equity Service Centres on the 2nd floor of the Student Centre.
GUIDELINES FOR APPROVED POSTERING

Okay your posters have been stamped and you are ready to poster!

You MUST follow these guidelines. There are a lot of groups on campus that want to display posters. If we all comply with these guidelines we hope that our communications will be more effective. Any posters not complying with the guidelines will be removed… so poster outside the guidelines is a waste of time and paper!

APPROVED POSTERS ONLY!
Posters must be approved for posting and should have the Students’ Union stamp. Course Unions and Student Groups must get the RSU stamp for approval prior to posting.

The stamp must also indicate a date for removal. Posters must not exceed 11x17. Commercial advertisements and external groups communications are not permitted. Individuals and groups wishing to advertise their product or service on campus should contact campus media for advertising options.

WHERE TO POSTER!
Poster on designated painted areas and notice boards ONLY.

WHERE NOT TO POSTER!
You must not poster outside the designated bulletin/notice boards
You must not poster on doors, painted or glass surfaces, stairwells, exterior building walls, washrooms, elevators and escalators and, in particular, the large yellow panels outside Lib72.

MASKING TAPE ONLY!
No posters or stickers with pre-applied adhesives, glue or sealing tape.

DON’T BE A POSTER HOG!
Only one poster per board. Multiples will be removed.
Don’t poster over other posters that are still current...go to another board

TAKE DOWN YOUR POSTERS!
If your event is over ...help make room for others... take down your posters!

DIRECTIONAL SIGNS
Must have the date of the event make on them so they can be removed after the event

FUNDRAISING

Occasionally the costs for a project or activity may exceed your budget and even the additional funding from the RSU or SIF grant might still fall short of your needs. Both the Graduate Executive Committee and the SIF committee like to see independent fundraising efforts when reviewing grant applications.

WHAT’S YOUR STATUS?
The RSU is a not-for-profit corporation - not a charitable foundation; this means the RSU or GCUs cannot issue tax receipts.

WHAT YOU CAN OFFER
In lieu of tax receipts, offer the donor advertising: i.e., using their logo on posters, programs, newspaper ads, etc. If you have a website, link their site to yours. When possible, invite them to the event.

WHAT THEY CAN OFFER
While obtaining direct funding is the biggest challenge, goods and in-kind donations are the easiest to get. Let’s say you want team t-shirts. It is often easier to ask the sponsor to provide the shirts - with their logo on, of course - than it is to get the money to print the shirts.

GETTING STARTED
Write a personalised letter explaining who you are, whom you represent, what you are asking for and what the goods or funds they provide will be used for. Be enthusiastic! Detail how and where you plan to use their logo on your promotional materials. Be open to their ideas and suggestions. Follow up either by telephone or in person. Keep calling - don't give up!

FUNDRAISERS

There are many ways to raise funds outside of corporate donations. The best ideas will come from your own executive. Hold a brainstorming session on fundraising and you’ll be surprised what you come up with!

Below are a few ideas to get the ball rolling:

- Pub Nights
- Bake/food sales
- T-shirt sales
- Comedy clubs/sport teams offer group rates – sell tickets to make money per ticket

- Tarot/palm readers - must have sign that says “for entertainment purposes only”
- Henna painting on hands
- Bingo

NOTE: See Facilities Booking and Events Policy regarding limitations and restrictions on sponsorships, raffles and prizes.
OTHER CONTACTS & RESOURCES

ART/PARTY PROMOTION SUPPLIES
Gwartzman’s Art Supply
448 Spadina Avenue,
Toronto M5T 2C8
Jacklyn@gwartzmans.com
416.922.5429

Rotblott’s Discount Warehouse
443 Adelaide Street West
416.703-0456
rotblotts.com
Home of budget paint, overstocks, clearance merchandise, surplus goods, hardware, housewares, glow sticks.

AWARDS/PLAQUES/TROPHIES
Ace Awards
1958 Danforth Ave.
www.aceawards.ca
416.927.7328

BANNERS & BUTTONS
CopyRITE
Student Centre SCC-B03 - 55 Gould St.
416-979.5264
copyrite@rsuonline.ca

CATERING
Ali Baba’s
229 Church St.
416.203.990
Alibabas.ca

Metro
89 Gould St.
416.862.7171
Menus available at the deli counter

Pizzaiolo
461 Church St (at Wellesley)
416-922-5252
(offers vegan & gluten-free options)

Somethin’ 2 Talk About (Halal)
78 Gerrard St. W. at Bay St.
416.260.1752

The Pickle Barrel
(in the Atrium on Bay)
416-493.4333
picklebarrel.ca

TRIPS/BUSES/TOURS
Tjbusline@gmail.com
www.magicbuscompany.com

DJS
For a list of DJs, contact the
RSU Events Coordinator
events@rsuonline.ca x2313

KARAOKE EQUIPMENT
Nightlife Entertainment
416.253-7772
www.karaoke-nightlife.com
warren@nightlifenc.com
(please see RSU’s Event Coordinator before booking for possible special pricing)

MEDIA - NEWSPAPERS
Eyeopener
SCC207 x2337
editor@theeyeopener.com
theeyeopener.com

Ryersonian
RCC105, Rogers Communications Centre
416.979.5000 x5323
ryersonline.ca

MEDIA - INTERNET RADIO
Spirit Live
[Internet Radio]
spiritlive.net
350 Victoria St, Toronto
416.979.5000 x2127

The Scope at Ryerson
SCC-201 416.904.6889
thescopeatryerson.ca or cjru.ca
Program Director:
elissa@cjru.ca

PARTY RENTALS (CHAIRS/TABLES/SERVING DISHES)
D&D Party Rentals
416-665-9570
Ddpartyrental.com

The Event Centre
416-762-7417
Eventcentrepartyrentals.com

T-SHIRTS
CopyRITE
Student Centre SCC B-03
416-979-5264
copyrite@rsuonline.ca
*fairly trade shirts available

TENT RENTALS
Higgins Event Rentals
389 Horner Ave.
416.252.4050
higginseventrentals.com

Location Equipment Supply
73 Judson St.
416.410.5858
Pop-up tent $50
BOOKING SPACE ON CAMPUS

The Ryerson Students’ Union books space on campus for all RSU Campus Groups at no charge.

BOOKING
Policies for Student Groups/Course Unions
- Two (2) rooms per week
- Two (2) Gym bookings per week
- One (1) Pub Night per semester
- Unlimited Tabling
- Groups Must Book Directly with the RSU
- Groups are not permitted to book space for external companies or organisations
- Groups are not permitted to supply alcohol for events

ADDITIONAL SPACE
Groups can request additional space through the Campus Groups Coordinator.

TYPES OF SPACES
Groups can book a variety of spaces on campus for their event needs
- Meeting Rooms
- Class Rooms
- Conference Rooms
- Gym/Studios

STUDENT CAMPUS CENTRE
The SCC is student owned and operated and has many event spaces to suit your needs

Capacities
- Conference Rooms - 80 - 150 people
- Meeting Rooms - 15-45 people
- Ram and the Rye Pub and Patio - 150 - 300 people

MAIN CAMPUS
Ryerson University provides space for RSU Campus Groups at no charge

Capacities
- Classrooms - 50 - 300 people
- Conference Rooms - 250 people
- Lounges - 50 - 150 people

MATTAMY ATHLETIC CENTRE (MAC)
The MAC has gym spaces and meeting rooms as well as the ICE and Basketball court

Capacities
- Meeting Rooms - 30 -50 people
- Conference Rooms - 160 people
- ICE/Cocacola Court - 2000 people

RYERSON ATHLETIC CENTRE (RAC)
The RAC has studio and gym spaces for booking

Capacities
- Studios - 30 - 75 people
- Gymnasiums - 50 - 150 people

OUTDOOR SPACES
Groups can book Gould St and the green spaces on campus for tabling and other street events.

For more information on any of these spaces and for a full listing visit www.rsuonline.ca or contact info@rsuonline.ca

HOW TO BOOK
All groups must fulfil the following steps to book space on campus. All groups must book directly through the RSU and groups are not permitted to contact the building booking agents directly.

1. Assign a Room Booker
All groups must select one person from the Executive team to book rooms on behalf of the Group. The RSU will only process room bookings submitted by the assigned room Booker.

2 Book Online
The Room Booking form is available online at www.rsuonline.ca/roombookings. You will find a full catalog of rooms and capacities, as well as booking policies for each building. Allow 1-3 business days for a confirmation. Sufficient time is required to process bookings and ensure RSU booking policies are being followed.

3. Restrictions
Requests submitted one (1) week before the event will not be processed as per Ryerson University and SCC booking guidelines.

4. Student Risk Assessment
All main campus bookings must be approved by Student Life Programmes (SLP). Once your booking has been reserved, the RSU will send you a link to fill out a Student Risk Assessment Form. This form must be completed to confirm the booking.

AUDIO VISUAL
Student Campus Centre
All rooms in the SCC are AV equipped

Main Campus
Podium Access can be requested for free from the RSU or with Media Services for a fee. Additional Media equipment can be requested at Media Services
Media Services - avhelp@ryerson.ca

CATERING AND BAR SERVICE
All Catering must be approved by the Campus Groups Coordinator before ordering.
Student Campus Centre - Groups can provide their own catering or cater with Oakham House Catering.
Main Campus - Groups must cater with RUeats, unless it is culturally specific food.
BAR SERVICE
Groups are not permitted to supply alcohol for events. Groups must cater bar service with the event venue management.

CANCELLATION/NO SHOW/RELOCATIONS
Rooms must be cancelled no later than 48 hours in advance.
You will be penalised for no-shows. If your group accumulates three no-shows in a semester, you will lose your booking privileges for the remainder of the term.
At times it may be necessary for your room allocation to be changed but no later than 24 hours prior to your event. In that case, groups will be assigned a different space.

ROOM SET-UP
- Rooms must always be left as you found them.
- Remove garbage and any other materials you have brought in; otherwise you will be charged a clean-up fee.
- Any special set-up required such as chairs/tables must be done by your group otherwise you will be charged for setup/tear-down. Special requests (chairs, tables, linens, etc.) must be received a minimum of two weeks in advance. Note that there is a charge for linens.

MOVIE NIGHTS
You must follow the following procedure in order to run movie nights:
The license that we are operating under is Criterion Pictures. Only movies on this list are covered by the license therefore only those films may be shown. However, the list is very extensive.
Please be aware that if you choose to show a film not on this list your group might have to pay a fine in the hundreds of dollars.
A list of all the production companies whose movies we would be allowed to show with the license:
http://www.criterionpic.com/CPL/lc_studiosproducers_new.html
And the proper search engine for which movies are included with the license:
http://www.criterionpic.com/cpl/qsearch.htm
- You cannot charge admittance
- You may, however, charge for refreshments at the event
- You may ask for a “donation TO YOUR STUDENT GROUP/COURSE UNION” (not for the movie)

OTHER FEES/CHARGES
1. There is a $3.75 fee per tablecloth in the Student Centre.
2. A clean up fee may be charged if space is left soiled or littered.
3. Late closings: Occasionally events may be held outside the Student Centre's regular hours (before 8am or after 11pm Monday to Saturday) but will be subject to a labour charge (a minimum of three staff must stay on for a minimum of three hours to operate the building).
No a/v equipment can be borrowed overnight or taken off campus.

NEED HELP PLANNING AN EVENT?
RSU Room Booking - info@rsuonline.ca
Campus Groups Coordinator - campusgroups@rsuonline.ca
Events Coordinator - events@rsuonline.ca
Vice President of Student Life and Events - vp.life@rsuonline.ca
Visit www.rsuonline.ca/roombookings or contact info@rsuonline.ca for all your booking needs.

STUDENT LEARNING CENTRE BOOKINGS
These bookings are not handled through the RSU. You may book directly through this link: (note: the lobby is called the amphitheatre) http://slc.blog.ryerson.ca/amphitheatre/

RSU
Ryerson Students' Union
### BOOKING SPACE ON CAMPUS

#### UNIVERSITY CAPACITIES

<table>
<thead>
<tr>
<th>Room #</th>
<th>Room Name</th>
<th>Area (sq. ft)</th>
<th>Type of Usage</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB72</td>
<td>Lecture Theatre</td>
<td></td>
<td>Lecture</td>
<td>338</td>
</tr>
<tr>
<td>ENG103</td>
<td>Lecture Theatre</td>
<td></td>
<td>Lecture</td>
<td>380</td>
</tr>
<tr>
<td>TRS1067</td>
<td>Lecture Theatre</td>
<td></td>
<td>Lecture</td>
<td>500</td>
</tr>
<tr>
<td>RCC204</td>
<td>Eaton Lecture Theatre</td>
<td></td>
<td>Lecture</td>
<td>199</td>
</tr>
<tr>
<td>POD250</td>
<td>The Commons</td>
<td>3639</td>
<td>-Reception/ Party</td>
<td>309</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Formal Event (seated)</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Buffet</td>
<td>175</td>
</tr>
<tr>
<td>Outside POD60</td>
<td>POD60 Lounge</td>
<td></td>
<td>-Information displays</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Fundraisers</td>
<td></td>
</tr>
<tr>
<td>Sears Atrium</td>
<td>ENC 3rd Floor</td>
<td></td>
<td>- Formal events</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Fundraisers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- No furniture provided</td>
<td>160</td>
</tr>
<tr>
<td>Heaslip House Conference Room</td>
<td>Heaslip House</td>
<td></td>
<td>- Formal events</td>
<td></td>
</tr>
</tbody>
</table>

Smaller classrooms also available in VIC, KHE, KHW, JOR, IMG, TRSM, and SHE

#### STUDENT CENTRE CAPACITIES

<table>
<thead>
<tr>
<th>Room</th>
<th>Theatre</th>
<th>Dining</th>
<th>Reception</th>
<th>Boardroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layton Room (A/B)</td>
<td>30-40</td>
<td>20-30</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>Riel Room (D)</td>
<td>30</td>
<td>24-32</td>
<td>35</td>
<td>24</td>
</tr>
<tr>
<td>Thomas Lounge</td>
<td>80-100</td>
<td>80-100</td>
<td>159</td>
<td>28</td>
</tr>
<tr>
<td>Patio</td>
<td></td>
<td></td>
<td>204</td>
<td></td>
</tr>
<tr>
<td>Oakham Café</td>
<td></td>
<td>36</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Oakham Lounge</td>
<td>70-80</td>
<td>80</td>
<td>90</td>
<td>30-35</td>
</tr>
<tr>
<td>Ram in the Rye</td>
<td></td>
<td></td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Shadd Room (C)</td>
<td>24</td>
<td>16</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>Tecumseh Lounge (115) Multi-Purpose Room</td>
<td>170</td>
<td>160 buffet outside</td>
<td>150-170</td>
<td></td>
</tr>
<tr>
<td>Margaret Laurence Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCC 309</td>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCC 310</td>
<td></td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCC 202</td>
<td></td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tecumseh Courtyard Lounge</td>
<td></td>
<td>160 Licensed for 98</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Outdoor Booking Space

<table>
<thead>
<tr>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In front Student Campus Centre</td>
</tr>
<tr>
<td>Gould St</td>
</tr>
<tr>
<td>Victoria Lane</td>
</tr>
<tr>
<td>Kerr Hall Quad</td>
</tr>
<tr>
<td>Pitman Hall Quad</td>
</tr>
</tbody>
</table>

#### Athletics/Gym/Studio Space

<table>
<thead>
<tr>
<th>Type of Usage</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerr Hall - Lower Gym</td>
<td>Gym</td>
</tr>
<tr>
<td>Kerr Hall - Upper Gym</td>
<td>Gym</td>
</tr>
<tr>
<td>RAC - Gym 1</td>
<td>Gym</td>
</tr>
<tr>
<td>RAC - Gym 2</td>
<td>Gym</td>
</tr>
<tr>
<td>RAC - Studio 1</td>
<td>Studio</td>
</tr>
<tr>
<td>RAC - Studio 2</td>
<td>Studio</td>
</tr>
<tr>
<td>RAC - Studio 3</td>
<td>Studio</td>
</tr>
<tr>
<td>RAC - Studio 4</td>
<td>Studio</td>
</tr>
<tr>
<td>MAC - Alumni Lounge</td>
<td>Conference/banquet</td>
</tr>
<tr>
<td>MAC - Eggy's Summit</td>
<td>Meeting Room</td>
</tr>
<tr>
<td>MAC - Coca-Cola Court</td>
<td>Large Events</td>
</tr>
<tr>
<td>MAC - Home Ice</td>
<td>Hockey/Skating</td>
</tr>
</tbody>
</table>
CREATE STRONG AND EFFECTIVE TEAMS

This section aims to review the important parts of building strong teams that will benefit your executive and volunteer teams.

Strong teams are created by having a dynamic group of strong leaders, however, strong leadership doesn’t mean unilateral decision making.

While there is always value in having the most experienced person (your President) have the final say when the group can’t come to a democratic decision, strong leadership in volunteer-driven organisations like RSU campus groups is always collaborative and emphasises friendships, respect and understanding rather than authority or chain of command.

This collaborative approach will demonstrate to your team that you have equal respect for every person and that they are a valued part of the group, resulting in an enjoyable experience and increased quality of work and productivity out of your entire team.

This collaborative approach draws on the power of strength in numbers. It goes without saying that a group of people working together can accomplish more than an individual working alone. If you try to do everything on your own, you’ll get less done and it will be more difficult for you.

The approach can be broken up into a few ways:
- Collaborative
  - visioning and goal setting
  - decision making
  - organising and assigning of responsibility
  - credit and praise
- Developing interpersonal friendships
- Communicating effectively

COLLABORATIVE GOAL SETTING
Ensure that you start your year with a collective goal setting exercise. This will allow everyone to have their own ideas heard and build upon others' ideas. This is important because it allows everyone to take ownership over the direction of your group by having invested their own ideas and motivating members to work together to accomplish their collective goals.

COLLABORATIVE DECISION MAKING
A strong leader will realise the equal value in every executive’s input and seeks to consult on decisions to ensure each member feels part of the group’s decision making process. Even though you’ve been assigned a particular portfolio and set of responsibilities as part of your executive position, you should consult with your team and draw from their experience and creativity. Use your team to constructively criticise, add ideas and improve the work you are doing and in turn they will be more enthusiastic and willing to assist with your work when it comes to the organising stage.

COLLABORATIVE ORGANISING AND ASSIGNING OF RESPONSIBILITY
When organising, ensure that all group members have the opportunity to assist in organising. A common method of organising events breaks each major section into a role for someone to take on, be it the opening ceremonies of a conference, or a particular aspect of an event such as décor. What you want to avoid is taking all the important tasks such as designing posters, then assigning team members to help out by giving them basic or common tasks such as making them put them up around campus. Allowing everyone to have an equal amount of important tasks (that they can then take credit for if it works out well) and an equal amount of common tasks ensures that no one feels like they’ve received the short end of the stick or are doing unfavorable tasks that the main organiser feels too important to do.

COLLECTIVE CREDIT AND PRAISE
Throughout the year, be sure to give credit where it is earned. Take the time during and after the event process to acknowledge contributions made by your team members in assisting with the event and to your volunteers for providing support. Remember to tell someone when they have a good idea or when they did a great job – because everyone likes positive reinforcement and to be recognised for their hard work. Further to that point, remember to comment specifically on what you thought the person did well, but remember above all to be genuine. It is easy to be genuine: ensure that you aren’t just always thanking everyone for everything, but only when thanks is deserved.

DEVELOP INTER-PERSONAL RELATIONSHIPS
Take the time for your executive to just hang out and socialise. Commonly, executives will have a pre-year get together, a celebratory social after a major event and informal group gatherings once the group has become close enough. Scheduling time for everyone to do an activity together will allow you to create friendships that will not only strengthen the support system and bond between your executive, but also give them positive experiences to associate with the group. When your team feels a positive association with other members and for the group as a whole, they will be more willing and enthusiastic to assist each other and make the organisation successful.
COMMUNICATION
While there is certainly enough information in just this one topic for a two-hour seminar, a good general rule is to simply communicate often. Let your team know whenever there is something that requires action on their part or when it is a decision that will affect them. For best results, be up front with how your team about how you would like to be communicated with and sit down to discuss what types of information everyone would like to be communicated to the team.

For example:
1. when event dates are being picked,
2. when meetings are being held,
3. when event planning is happening,
4. when schedules are changing,
5. when endorsement requests have come in, or
6. when major expenses are being approved

In your communications, be specific and detailed as to exactly what you need/expect of everyone, whether that be feedback by the end of the week or confirmation for a meeting or to sign up to sell tickets, etc.

Make sure that you give ample time for people to respond or to confirm for an event. Again, consult your executives on this so that you can establish a mutually agreeable timeline for specific types of communication. For example: When confirming that other execs will be at an event to volunteer their time, maybe your team thinks that you need at least one and a half weeks email notice from the primary event organizer so you can plan your homework and social schedules around it?

NOTES:
POLICY

ADVERTISING POLICY

1. Posters
Posters must adhere to all RSU and Ryerson University policies
Posters must:
• Display the name of the sponsoring course union/student group
• Display the English translation if in another language • Advertise a specific event

2. Poster Approval
2.1 Posters must be approved and stamped by the RSU.
2.2 Posters advertising a licensed event must be stamped by the Campus Groups Coordinator.
2.3 Posters containing political slogans or religious messages must only be approved by the Campus Groups Coordinator, the RSU's President or the Executive Director of Communications & Outreach.

3. Advertising Content Restrictions
3.1 The following is not permitted on any advertising or promotional materials:
• Images, language or messages that may promote or condone hatred, violence, degradation or negative stereotypes of any person(s) or group(s)
• Drink prices and/or specials
• Discriminatory cover pricing is not allowed
• Images portraying consumption of alcoholic beverages, or alcohol company logos or branding are not permitted
3.2 Events run by external organisations but supported or sponsored by a RSU course union/student group must include the sponsoring course union's/student group's name.
3.3 Off-campus or sports events cannot be posted until a Risk Assessment form is completed and approved by Student Services.
3.4 Non-sponsored external postings for businesses, services or events are not permitted.

4. Ram in the Rye Promotion
4.1 Posters and all related advertising & promotion for the Ram in Rye must include following information:
• Ram in the Rye - lower level Student Centre (entrance off Church St.)
• The date of the event, and 9:00pm as the start time
• This event is open to all Ryerson Students
• Government issued photo identification is required
• The applicable cover charge

5. Poster Hanging Method
Only masking tape, staples or string may be used for hanging posters or banners.

6. Poster Hanging Restrictions
6.1 Permitted poster areas in the university are limited to bulletin boards.
6.2 Permitted poster areas in the Student Centre are limited to tiled areas & cement pillars.
6.3 Postering is not permitted on doors, glass surfaces, stairwells, exterior building walls, elevators and escalators, the Student Centre sign or on the exterior glass of the building.
6.3 Only one poster per board/area is allowed.
6.5 Do not post on top of existing posters under any circumstances.

7. Poster Removal
7.1 Organisers are responsible for removing posters and banners after their event.
7.2 Posters will be removed if they:
• Cover other posters
• Do not have the RSU stamp
• Are hung outside a designated poster area
• Are discriminatory or found not to be in the best interest of the Ryerson community
• Are commercial or external advertising
• Violate the Campus Alcohol Policy or Liquor License Act
• Are posted on the RSU’s designated boards

8. Banners
8.1 Banner may be a maximum of 36" high X constraints of space available may be hung only:
• Outside Hub, (1) first floor, Jorgenson Hall
• Outside Alterna Savings (1), south wall of alcove (vending area), Ground Floor, Library East Kerr Hall, above Church St. entrance
• Second floor bridge between the Learning Resources Centre and Kerr Hall
• South Kerr Hall, above doors outside Room KHE118-A
• Rogers Building atrium – must be hung by string only
8.2 All banners must receive the proper RSU stamp. The course union or student group hanging the banner is responsible for its removal after the event. Banners, except those designated to hang by string, must be hung with masking tape only.

9. Alcohol Advertising
9.1 Beverage alcohol advertising which promotes an event cannot portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.
9.2 Promotion of alcohol should not encourage any form of alcohol abuse nor should it place emphasis on the quantity or frequency of use.
9.3 All inclusive pricing for event (i.e., all you can drink) advertising is not allowed.
9.4 Prices of beverage alcohol are not permitted to be advertised.
GRADUATE COURSE UNION FUNDING POLICY

1 Approval of all applications for funding must be obtained by the Graduate Executive Committee prior to the event or activity occurring.

2 An official receipt or invoice must be presented to the Campus Groups Coordinator with a cheque requisition form signed by two of the designated signing authorities of the Graduate Course Union. The receipt must indicate information regarding the nature of the purchase(s) and a description of how this purchase(s) directly benefits the membership of said Graduate Course Union for the event or activity.

3 A revenue deposit form must be completed whenever revenue is realised from an event or activity and submitted with the corresponding funds to the Campus Groups Coordinator for deposit.

4 The Ryerson Students’ Union administers a Trust Account for each Graduate Course Union. If it has been determined that an event realised a profit and the monies were not submitted to the Campus Groups Coordinator for deposit within one week of the event, no money will be release from the Trust Account for one year.

5 The Ryerson Students’ Union Trust Account system removes the need to operate bank accounts. If it is discovered that a Graduate Course Union is holding a separate bank account, all assets will be immediately frozen including the Graduate Course Union specific Trust Account. Graduate Course Union can regain these assets once the outside account is closed and the balance is transferred by the Campus Groups Coordinator into the Trust Account.

6 No loans will be issued by the Ryerson Students’ Union for any reason or purpose.

7 No funding will be issued to cover the cost of alcohol for any event.
FACILITIES BOOKING AND EVENTS POLICY

1. ALL ROOM BOOKINGS MUST ADHERE TO THE ROOM BOOKING PROCEDURES AS OUTLINED IN THE SPECIFIC LOCATION’S REFERENCE SHEET.

2. PROCESS
2.1 All bookings are granted on a first-come first-serve basis.
2.2 All bookings must be made in accordance with the following process:
   a. One member of the course union/student group’s executive must be appointed as the authorised room booker. This individual’s name and contact information must be provided to the Internal Coordinator by no later than September 15.
   b. All space must be booked a minimum of two (2) weeks in advance.
   c. All bookings must be done in person through the RSU main office at SCC311 with the Internal Coordinator or Front Desk staff.

3. CONFIRMATION
3.1. A confirmation permit is required as proof for the room booking and must be brought to the event.

4. RESTRICTIONS
4.1 Thomas Lounge, Oakham Lounge & SCC115 may be booked when available a maximum of once a week. If another room booking is required one of the smaller rooms may be booked.
4.2 Student groups and course unions may book a maximum of two rooms per week when available during September to May.
4.3 Only one (1) Ram in the Rye booking can be made each semester.
   a. Available booking dates for the Fall semester are announced at the Summer Workshops.
   b. Winter semester dates will be available via email notice in November.

5. CANCELLATION/NO SHOW/RELOCATION
5.1 Rooms must be cancelled no later than 48 hours in advance.
   a. RSU’s Internal Coordinator must be informed immediately at info@rsuonline.ca. The room, date and time of booking, and name of the course union/student group must be included in this email. A no-show may result in a penalty.
5.2 A Ram in the Rye cancellation requires a minimum of two weeks advance notice via email to RSU’s Internal Coordinator immediately at info@rsuonline.ca.
   a. Cancellations within two weeks, or where a course union/student group fails to execute a planned night without notice, will result in possible suspension of booking access for a period of one full year and staffing costs may be against the course union/student group budget/trust.

6. AUDIO/VISUAL EQUIPMENT
6.1 Audio Visual equipment must be booked at time of room booking and is only available for Student Centre booking.
6.2 Repairs and damages will be charges to the course union/student group’s trust fund.

7. FOOD
7.1 Any arrangements that have a cost (e.g., food, beverages, and cash bars) must be approved through the Campus Groups Coordinator before the event. Campus groups cannot make contact with either Ryerson Food Services or the Student Centre catering until speaking with the Campus Groups Coordinator first.

8. PRIZES, RAFFLES AND FUNDRAISERS
8.1 The following types of fundraisers are not permitted:
   i. Contests that involve alcohol consumption
   ii. Raffles
   iii. 50/50 draws
   iv. Date auctions
   v. Anything that contravenes Ryerson’s Risk Management Guidelines, Ryerson’s Student Code of Conduct or Discrimination & Harassment policies
1. BOOKINGS
1.1 Booking preference for the second semester will be given to first-time user groups.

2. COVER CHARGE/DOOR
2.1 A cover may be charged only if entertainment or special activities are offered.

A maximum of $5.00 can be charged at the door. Cover cannot be charged before 10:00pm.

Patrons who are inside the Ram in the Rye or on the Patio prior to 10:00pm cannot be charged and must be provided with a ticket/stamp to allow them to re-enter the establishment without paying a cover charge if they need to briefly leave.

The sponsoring course union/student group is solely responsible for taking tickets and collecting cover charge.

The sponsoring course union/student group must provide their own float for providing change.

2.2 Guests may not by-pass the line.

2.3 A maximum of 150 tickets (provided by the sponsoring course union/student group) can be sold in advance.

A pre-purchased ticket only guarantees admission to the Ram in the Rye before 10:30pm. After 10:30pm admission will be on a first-come first-served basis.

Refunds will not be provided by the Ram in the Rye for any individual with a pre-purchased ticket for whom admission is denied in accordance with house policies.

2.4 Ram in the Rye door staff are solely responsible for checking ID and wrist banding patrons.

3. PERCENTAGE OF SALES OPTION
3.1 In lieu of charging a cover, course unions/student groups may request to take a percentage of net food and non-alcoholic beverage sales as outlined in Student Centre policy 3.2 Room Use and Room Reservations - subsection 3.2.12(g).

<table>
<thead>
<tr>
<th>Net Food &amp; Non-alcoholic Beverage Sales</th>
<th>Percent of Sales to Student Group</th>
<th>Potential Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 - $250.00</td>
<td>20%</td>
<td>$0.00 - $50.00</td>
</tr>
<tr>
<td>$251.00 - $1000.00</td>
<td>35%</td>
<td>$87.85 - $350.00</td>
</tr>
<tr>
<td>$1001.00 and above</td>
<td>50%</td>
<td>$500.50 and up</td>
</tr>
</tbody>
</table>

4. DECORATING
4.1 Decorating is not allowed without prior approval.

4.2 Themes must be in good taste, non-derogatory, and in a manner consistent with Ryerson University’s Discrimination Harassment Prevention Policy and Procedures.

4.3 Posters, banners, tent cards, or flyers currently in the Ram in the Rye and/or on the tables, cannot be covered, relocated or removed.

4.4 Decorations may be put up only with low tack masking tape or string. Duct/packaging tape is strictly prohibited.

4.5 The sponsoring course unions/student group is responsible for any damages incurred by improper setup or tear down.

4.6 All decorations must be removed at the end of the event.

5. ADVERTISING GUIDELINES
5.1 All advertisements for events located in the Pub or Café including digital social media ads must be approved by the Restaurant Manager prior to circulation, particularly ads that denote or depict alcohol consumption or pricing. Failure to do so may result in the cancellation of the event.

5.2 All advertising must be in accordance with the Alcohol & Gaming Commission of Ontario, and the Liquor License Act of Ontario. Specifically, the posting and advertising of prices and promotions of alcohol must be responsible in nature. No add shall promote and immoderate consumption of alcohol, including but not limited to: advertising “Free” drinks, depicting over-consumption in any way, or using slogans or phrases that would infer immoderate consumption.

6. SPONSORS
6.1 Corporate partnerships may be permitted, but must be approved by the Campus Groups Coordinator and the Ryerson Student Centre Food & Beverage Manager in advance prior to commitments are made or contracts signed.

6.2 Corporate sponsorship may not be sought from companies selling alcohol, cold beverages (pop, juice, water) or credit card services.
RAM IN THE RYE BOOKING REFERENCE

7. PRIZES, RAFFLES AND FUNDRAISERS
7.1 Door prizes are permitted to be given away where each patron that pays cover and receives a ticket in return. Winners must be present to claim their prizes or another number will be drawn.

7.2 The Ram in the Rye will not store prizes for pick up at a later date.

7.3 Beverage alcohol (such as kegs, cases of beer, bottles of wine or liquor) must not be provided as free rewards, gifts or prizes to individual students or campus organizations.

8. CAPACITY
8.1 The Ram in the Rye and its patio must adhere to strict capacity regulations set forth by the Alcohol and Gaming Commission of Ontario. Minding these limits is integral in maintaining the Ryerson Student Centre's liquor license. The maximum allowable indoor capacity for the Ram in the Rye is 294 people (including both staff and customers) and for the patio, 204.

8.2 These two limits apply to their designated areas only and cannot be combined (i.e. you can't combined the two totals and make the Ram in the Rye's indoor capacity 498 and vice versa).
1. ROOM SET-UP
1.1 Rooms must always be left as they are found. All garbage, decorations and any other materials that have brought in must be removed of and disposed or clean-up fee will be applied.
1.2 Special room set-ups such as specific configuration of chairs/tables must be done by the course union/student group or a set up/tear-down fee will be applied.
1.3 All requests for chairs, tables, linens, etc. must be received a minimum of two weeks in advance.

2. BAR
2.1 Arrangements for a cash bar must be confirmed at least a full week in advance by no later than the Tuesday of the week prior to the event.
2.2 Bartender services will be provided at a cost to the course union/student group.
2.3 All alcohol must be served and provided by Student Centre Staff only.

3. FOOD
3.1 Food must be served if alcohol service is provided.
3.2 Food from external suppliers may be brought into any room in the SCC except the Ram in the Rye.
3.3 BBQ's are available on the patio, but must be booked as a catered event. Course unions and student groups are not permitted to operate their own BBQ.

4. OTHER FEES/CHARGES
4.1 There is a $3.75 per tablecloth fee in the Student Centre.
4.2 A clean up fee may be charged if space is left soiled or littered.
4.3 Late closings: Occasionally, events may be held outside the Student Centre’s regular hours (before 8am or after 11pm Monday to Saturday) but will be subject to a labour charge.

5. RSU ROOM BOOKING POLICY ADD-ON’S (AS PER OAKHAM HOUSE | RSC RULES)
5.1 No bookings are guaranteed for the Following Week, after 5:00 p.m. on the Tuesday of the week Prior
5.2 Any requests made for the following week, after 5:00 p.m. on the Tuesday of the week Prior will be accepted/denied at the discretion of Conference Coordinator/Conference Services Manager
5.3 There must be a minimum of 1.5 hours between ALL bookings. This can be modified at the discretion of the Conference Coordinator/Conference Services Manager, so do give us a call or email to verify if you’re ever unsure. (i.e. there may be times when we can be more lenient).
5.4 If ever unsure of a start or end time for a student group event, you must contact Conference Coordinator or Conference Services Manager to discuss and confirm the most appropriate start/end time, BEFORE you say anything to the student group. Often we have groups coming and saying they had permission, when in fact, it was not an ideal situation for us to approve.
5.5 No student groups are permitted to book the space past 11:00 p.m. (despite an allowance given one time, 4 years ago by a former General Manager who no longer works for us). If your event ends at 11:00 pm, you must be out of the booked space at that time. Please ensure this factors into your tear-down and cleanup time. (For example, if your booking is from 5:00 p.m. to 11:00 p.m., you should stop your event at 10:00 p.m. or 10:30 p.m. - depending on the size of your event - and proceed with any cleanup or tear down.)
5.6 We do not rent out Plates/Cups/Cutlery/Napkins, Coffee and Tea Urns or any Glassware, ever. If you are getting food catered or brought in be an external vendor, please keep in mind that groups DO NOT have access to the Ryerson Student Centre's kitchen's ovens, fridges, or serving supplies. Please ensure you provide your own.
5.7 White Linens to cover tables are $3.75 + HST each. Any damages to linens, or failure to leave behind the amount of linens that were rented, will result in a $30.00 + HST charge per linen. Colored linens are not available.
5.8 Bar Service is $350.00 + HST if a group wishes to have a bar setup and bartender for their event. Then, the bar must also earn $350.00 minimum in sales before taxes, or the difference is billed to group. To reduce the risk of this overpayment, we encourage groups to only book a bar when they have a busier style event (i.e. 50-150 guests).
5.8.1 If bar service is in fact required, group must order sufficient catering from the Oakham House Menu, as deemed sufficient by the Conference Coordinator/Conference Services Manager. (General rule of thumb is about 4-6 pieces of food per person, combined with alcohol consumption). Group is welcome to provide their own catering, but will then also be responsible to providing their own serve ware, cutlery, plates, etc. and catering menu would need to be approved by Oakham House Conference Coordinator/Management, so we can deem it as sufficient to accompany a bar. (i.e. we do not want people over drinking, and under eating).
TERMS OF REFERENCE

[1.1] Cases not provided for in these by-laws shall be governed, first by the by-laws of the Ryerson Students’ Union, and second, by the current version of Robert’s Rule of Order, the interpretation of which shall be made by the chair.

ARTICLE 2 - THE GRADUATE EXECUTIVE COMMITTEE

[2.1] The Graduate Executive Committee shall consist of a Chairperson, a Deputy Chairperson Education, a Deputy Chairperson Student Life, a Deputy Chairperson Finance, a Member-At-Large as full voting members, and the Vice President Education and Student Issues & Advocacy Coordinator as ex-officio non-voting members.

[2.2] The Graduate Executive Committee shall act in accordance with the rules governing committees as outlined in Article 4 of the by-laws of the RSU.

[2.3] Voting members of the Graduate Executive Committee, excluding the Member-At-Large, shall hold office from May 1 of the current year until such time as their rightfully elected successor takes office on May 1 of the following year.

[2.4] The Member-At-Large shall hold office from October 1 of the current year until such time as their rightfully elected successor takes office on October 1st of the following year.

[2.5] The Graduate Executive Committee shall have the responsibility to:

a) make the day to day decisions regarding graduate student issues;
b) evaluate, continually re-assess and recommend direction to Council;
c) make all financial decisions pertaining to the activities of the Committee in accordance with the annual operating budget granted to the Committee by the RSU;
d) advise the Students’ Union representatives on graduate issues;
e) work with the National Graduate Caucus and the Ontario Graduate Caucus;
f) determine the graduate student representatives for meetings of the Canadian Federation of Students, including those of the National Graduate Caucus and Ontario Graduate Caucus; and,
g) attend all meetings of the Graduate Executive Committee and Council.

[2.6] The Graduate Executive Committee shall have the authority to provide the Graduate Council with the power to make non-financial decisions as the Committee deems appropriate.

[2.7] The duties and functions of the Chairperson and Deputy Chairpersons shall be defined as follows:

a) Chairperson

i.) is a signing officer;
ii.) is responsible for the general management and supervision of the affairs and operations of the Graduate Executive Committee and Graduate Council;
iii.) ensures that Deputy Chairpersons carry out their assigned duties as directed by the Graduate Executive Committee and their respective job descriptions;
iv.) liaises between staff and Council;
v.) works with the RSU Executive to officially represent the Graduate Executive Committee and Council to the School of Graduate Studies;
vi.) works with the RSU Executive and staff to promote issues of importance to graduate students;
vii.) works with the RSU Executive and staff to develop graduate membership;
viii.) makes recommendations to the Graduate Executive Committee and Council about communication issues and policies;
ix.) coordinates and chairs meetings of the Graduate Executive Committee and Council;
x.) prepare meeting agendas;
xii.) trains and advises the incoming Chairperson.
b) Deputy Chairperson Education
   i.) works with the Vice President Education to lobby the university administration on academic issues;
   ii.) works with the Vice President Education and staff to develop internal and external political campaigns on issues that affect Ryerson graduate students;
   iii.) works with the Vice President Education to coordinate Ontario Graduate Caucus, National Graduate Caucus and Canadian Federation of Students campaigns at a local level;
   iv.) makes recommendations to the Graduate Executive Committee and Council about educational issues and policies;
   v.) attends meetings of the Educational Issues Committee; and,
   vi.) trains and advises the incoming Deputy Chairperson Education

c) Deputy Chairperson Finance
   i.) in consultation with the Vice President Finance and Services and the Graduate Executive Committee, develops and recommends the annual budget to the Finance Committee;
   ii.) prepares and presents quarterly financial reports to the Graduate Executive Committee;
   iii.) works with the Vice President Finance to present financial reports to the membership at General Meetings;
   iv.) monitors the financial status of graduate students' budget allocations including budget variances and makes recommendations to the Graduate Executive Committee and Council on major expenditures;
   v.) keeps minutes of Executive Committee and Council meetings;
   vi.) attends meetings of the Finance Committee; and,
   vii.) trains and advises the incoming Deputy Chairperson Finance.

d) Deputy Chairperson Student Life
   i.) works with the Deputy Chairperson Education, Vice President Student Life and Events and staff to coordinate educational and social events for graduate students;
   ii.) works with the Vice President Student Life and Events and staff to coordinate orientation;
   iii.) attends meetings of the Events and Entertainment Committee and;
   iv.) trains and advises the incoming Deputy Chairperson Student Life.

[2.8] The Graduate Executive Committee shall present a budget outlining proposed expenditures from the graduate students' budget allocation to the Finance Committee to be included in the RSU Operating Budget.

[2.9] Voting members of the Committee shall receive honoraria as determined in the graduate students' budget and outlined in policy.

[2.10] A Graduate Executive Committee position shall be deemed vacant if a person currently functioning in such a capacity:
   a) dies, ceases to be qualified, according the to these by-laws, to hold office, or resigns in writing to the Executive Committee;
   b) is removed from office by a resolution, of which advance notice must be duly given one (1) month prior to a council meeting and passed by a two-thirds majority vote of Council; or,
   c) neglects to provide the Graduate Executive Committee with a written explanation of their absence within ten (10) business days of failing to attend two (2) consecutive or three (3) non-consecutive meetings of the Graduate Executive Committee without sending notice or regrets, or failing to attend five (5) meetings of the Graduate Executive Committee.

[2.11] The Graduate Executive Committee shall have the authority to temporarily or permanently reduce and/or suspend the honorarium of the Chairperson or a Deputy Chairperson by a resolution passed by a two-thirds majority vote of the Graduate Executive Committee.
ARTICLE 3 - THE GRADUATE COUNCIL

[3.1] The Graduate Council shall consist of:
   a) a Program Representative from each program in the School of Graduate Studies;
   b) the graduate studies representatives sitting on Academic Council;
   c) graduate students sitting on the Board of Governors; and
   d) the members of the Graduate Executive Committee.

[3.2] Program Representatives, throughout their term of office, shall be:
   a) enrolled in a program of study in Ryerson University’s School of Graduate Studies; and,
   b) elected by members of their program or by the Graduate Council as outlined in Article 6 of this document.

[3.3] The duties of the Graduate Council shall be to:
   a) uphold the best interests of Ryerson graduate students in conducting all Council related duties and functions;
   b) abide by any resolution passed by a majority vote of Council;
   c) advise the Graduate Executive on issues of concern to graduate students;
   d) work with the RSU directors, executive and staff to design and develop campaigns related to graduate issues;
   e) attend and actively participate in all regularly scheduled Council meetings;
   f) elect the Member-At-Large to the Executive Committee as outlined in Article 6;
   g) elect representatives to the School of Graduate Studies Council; and,
   h) elect program representatives when necessary as outlined in Article Six (6).

[3.4] Each Program The position of Program Representative shall be deemed vacant if a person currently functioning in such a capacity:
   a) dies, ceases to be qualified, according to these by-laws, to hold office, or resigns in writing to Council;
   b) is removed from office by a resolution, of which advance notice must be duly given one (1) month prior to a council meeting and passed by a two-thirds majority vote of Council; or,
   c) neglects to provide Council with a written explanation of their absence within ten (10) business days of failing to attend two (2) consecutive or three (3) non-consecutive meetings of Council without sending notice or regrets.

[3.5] No past executives of the dissolved course union may run for an executive position.

ARTICLE 4 - COMMITTEES

[4.1] The Graduate Executive Committee may establish ad hoc committees for such purposes and on such terms as it deems appropriate.

[4.2] The chair of each committee shall preside at meetings and in their absence; the committee shall appoint another of its members to act as chair.

[4.3] A record shall be kept of the proceedings of every meeting of each committee, and it is the responsibility of each committee to submit a report of such proceedings to the Graduate Executive Committee as soon as conveniently possible.

[4.4] Committee members, throughout their term of office, shall be enrolled in a program of study in Ryerson University’s School of Graduate Studies.
ARTICLE 5 - MEETINGS

[5.1] Meetings of Graduate Council shall take place twice a term.

[5.2] Meetings of the Graduate Executive Committee shall take place from time to time as deemed necessary by the Committee.

[5.3] Not less than half of all voting members of any committee or Council shall constitute quorum.

[5.4] Meetings shall be formally held at the call of the Chairperson or any other member of the executive.

[5.5] Notice of the time and place of every meeting shall be communicated by the chair to each member of the Council or committee at least forty-eight (48) hours prior to the scheduled commencement of such a meeting. The notice should, if possible, be accompanied by an agenda.

[5.6] Any member may attend any regular or special meeting of Council. Speaking privileges shall be obtained from the chair.

[5.7] All documents and business for consideration by Council shall be given in writing to the Chairperson three working days prior to a scheduled meeting. Anything submitted thereafter shall have to be approved for presentation by Council.

[5.8] The order of business at regular meetings of Council shall include:
   a) minutes of the previous meeting;
   b) business arising from the minutes;
   c) appointments and resignations;
   d) correspondence to Council;
   e) unfinished business;
   f) new business:
      i. reports and presentations;
      ii. financial statements;
      iii. general business

[5.9] A record of the proceedings of all meetings of Council shall be kept in a book or books provided for that purpose and the minutes of every such meeting shall be submitted at the next meeting of Council and shall be open to the inspection of any member at any time during regular office hours.

ARTICLE 6 - ELECTIONS

[6.1] Elections for the Graduate Executive Committee shall be held concurrently with the RSU general elections and in accordance with the election rules and regulations found within Article 6 of the RSU election by-laws.

[6.2] The Graduate Executive shall be elected by and from the members of the Students' Union enrolled in the School of Graduate Studies on or about the fifth (5) week of the Winter Term.

[6.3] Graduate Executive candidates shall have at least ten (10) nominators who are enrolled in the School of Graduate Studies.

[6.4] Program Representatives shall be elected by their program GCU through internal election mechanisms as determined by the GCU.

[6.5] Where a program GCU does not exist and the position of Program Representative is open interested individuals shall inform the Chairperson of their interest in writing along with a list of ten (10) nominators from within their program at least two (2) weeks prior to the meeting at which they wish their candidacy to be considered.

[6.6] Where more than one (1) candidate from a single program has submitted the necessary valid documentation for consideration at a given meeting, Council shall hold a simple majority vote to determine the winner.

[6.7] Where only one (1) candidate from a single program has submitted the necessary valid documentation for consideration at a given meeting they shall assume the position through acclamation.

[6.8] Once a candidate for Council has been elected, either by a vote of Council or by acclamation, the position of Program Representative for their program shall be deemed closed.
ARTICLE 7 - GRADUATE COURSE UNIONS (GCU)

A Graduate Course Union shall be ratified by the Graduate Executive Committee upon a majority vote during a regular schedule meeting of the Graduate Executive Committee where quorum is present. Upon ratification and on a yearly basis the Executive of each Graduate Course Union must submit an up to date contact list of Executive members to the Graduate Chairperson and the Campus Groups Coordinator.

GCU’s that are established after the date of October 31st must have a valid constitution and must submit a copy to the Graduate Chair-person and Campus Groups Coordinator. This list must include contact information for elected officers for each Graduate Course Union within two weeks of being established.

[7.1] The Graduate Executive Committee shall seek to develop and support the existence of program specific Graduate Course Union (GCU).

[7.2] A GCU’s actions must not be contrary to the Ontario Human Rights Code, RSU policies, or the policies of Ryerson University.

[7.3] Individuals connected with a GCU shall not realise any financial gain from the GCU’s actions or activities.

[7.4] The activities of GCUs shall be directed toward Ryerson students and be held on campus unless advance permission is obtained for an off-campus event from the Deputy Chair Student Life.

[7.5] All GCUs shall have a valid constitution and must submit a copy to the Deputy Chairperson Student Life and Campus Groups Coordinator annually, signed by the GCU’s signing officer not later than October 31.

[7.6] All GCUs shall submit a valid executive list with valid student numbers, addresses, telephone numbers and email addresses and must submit a copy to the Deputy Chairperson Student Life and Campus Groups Coordinator annually, not later than October 31.

[7.7] No additional membership fee may be levied on members.

[7.8] All GCUs shall undertake projects and programs that benefit their members.

[7.9] Half (50%) of a GCU’s funding shall be contingent on their Program Representative attending at least three (3) meetings of Council.
APPLICATION FOR
SPECIAL PROJECTS FUNDING

Graduate Course Unions

Each GCU is allotted $400 for the fiscal year May 1-April 30. Refer to your GCU manual for the $400 budget breakdown. The Graduate Executive may approve additional funding to GCUs on top of the $400 allotted funds, but the GCU must first be approved by the Graduate Executive Committee through this application process. Although all GCUs are eligible to apply for additional funding not all requests can be met.

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**REVENUE / OTHER SOURCES OF FUNDING** (please describe):

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YOU MUST ATTACH ALL SUPPORTING DOCUMENTS & INFORMATION.

NOTE: Applications must be approved by committee. PLEASE SUBMIT EARLY.

TOTAL AMOUNT REQUESTED:

Please attach a statement of interest to have this application considered by the Special Project Funding Committee.

Include in the statement of interest how funding would benefit the students your GCU, as well as the Ryerson community. Applicants should provide any other information that may be relevant to inform the committee’s decision, including a budget, outline of the event, and what the funds will be used for.

All other information regarding the application process can be found at: www.rsuonline.ca/grads

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OFFICE USE ONLY

COMMENTS:

Amt Granted:

To Acct. #:
Abuse is never your fault.
It’s always the fault of the abuser.

This summer, the Centre for Women & Trans People did an overhaul of the support line and will re-launch the line with new hours, better training and better supports for callers and volunteers.

Need someone to talk to?

(416) 260-0100

Monday-Friday

Line Hours: Visit ryecwtp.tumblr.ca for updates

Call us if...
• You or someone you know has been, or is being, abused
• You are unsure if what you have experienced is assault
• You are a survivor of sexual assault or violence
• You have questions about the resources available to you
• You just need to talk

womenandtrans@rsuonline.ca | www.ryecwtp.tumblr.com | fb.com/rye.CWTP | SCC210
The Centre for Women & Trans People is one of the six Equity Service Centres of the Ryerson Students’ Union which also includes the Good Food Centre, the Racialised Students’ Collective, RyeACCESS, RyePRIDE and the RU Trans Collective.
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25% off

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12” x 18”

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MEMBERSHIP can be PROUD OF.

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